analysis - one User Manual

Advanced Reference Guide

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www.eis-one.com
Product Support
Email Support: support@eis-one.com
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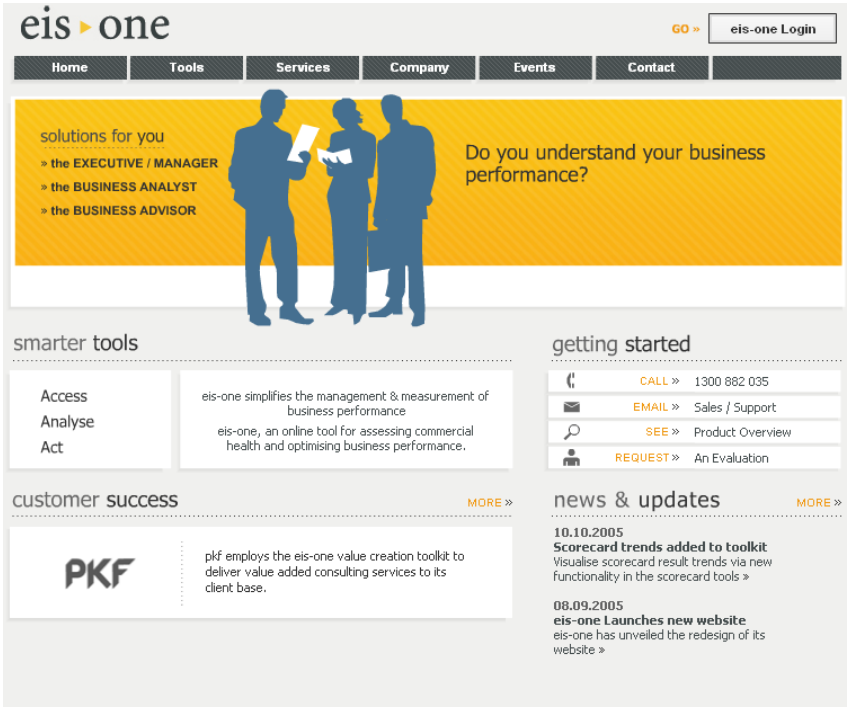
analysis-one Overview

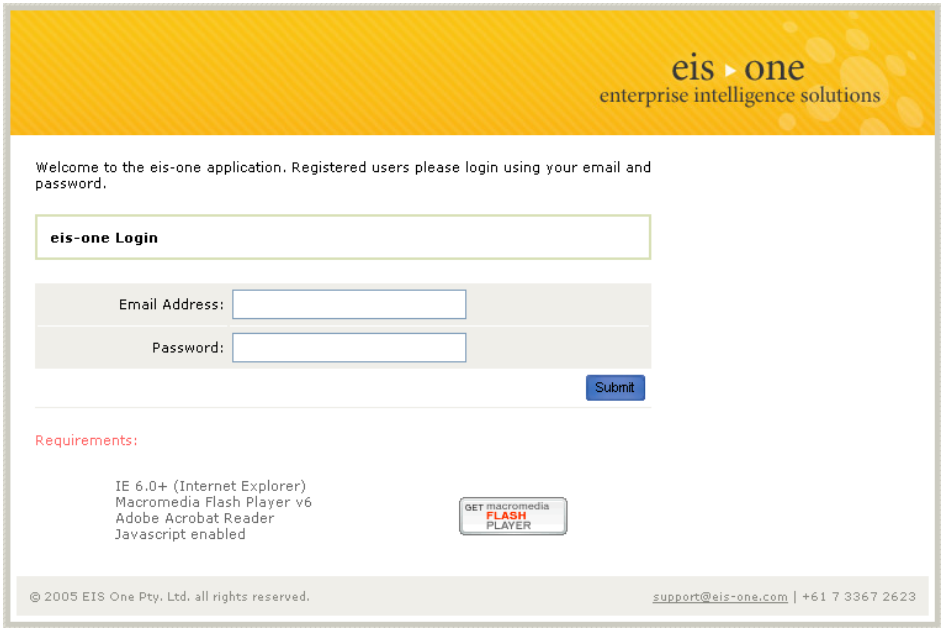
analysis-one is a web-enabled application which enables users to access sophisticated performance management and assessment tools. Users are granted access to interactive tools together with industry benchmarks to produce reports and other decision making analytics which are critical for optimising performance and assessing an organisation's commercial health.



Accessing analysis-one
Launch 'Microsoft Internet Explorer'.
Locate the following website address: http://www.eis-one.com or http://www.analysis-one.com
Select 'eis-one Login' at the top right hand corner to login

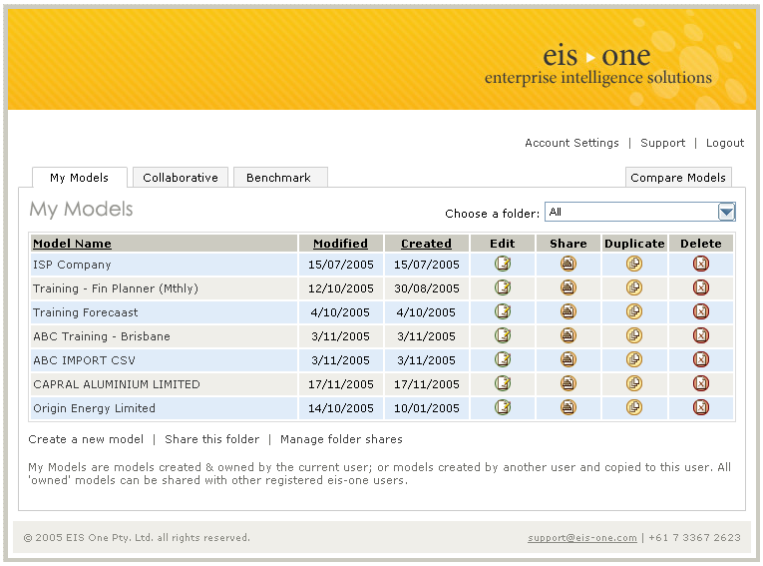
Login

At the login screen enter your username (email address) and private password into the input fields and then click 'Submit' to enter into the application.



Account Management

The account settings link, located at the top of the model selector screen, allows users to alter their existing password. Passwords must contain at least eight characters. Select submit to save the new password and overwrite the existing password.


eis one
enterprise intelligence solutions
Account Settings | Support | Logout
My Models
Collaborative
Benchmark
Compare Models
My Models
Choose a folder: All
Model Name
Modified
Created
Edit
Share
Duplicate
Delete
ISP Company 15/07/2005 15/07/2005
Training - Fin Planner (Mthly) 12/10/2005 30/08/2005
Training Forecaast 4/10/2005 4/10/2005
ABC Training - Brisbane 3/11/2005 3/11/2005
ABC IMPORT CSV 3/11/2005 3/11/2005
CAPRAL ALUMINIUM LIMITED 17/11/2005 17/11/2005
Origin Energy Limited 14/10/2005 10/01/2005
Create a new model | Share this folder | Manage folder shares
My Models are models created & owned by the current user; or models created by another user and copied to this user. All 'owned' models can be shared with other registered eis-one users.
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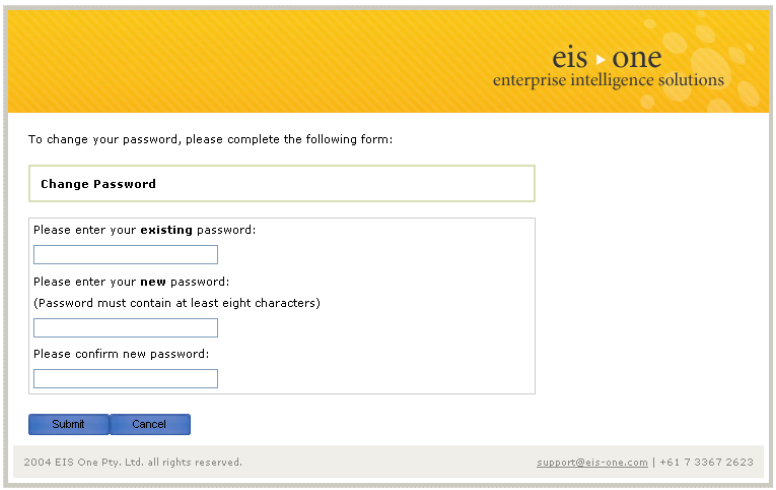
Password Administration

For security reasons it is recommended that users specify a more secure & private password to replace the initial account password supplied by the software vendor.


eis one
enterprise intelligence solutions
To change your password, please complete the following form:
Change Password
Please enter your existing password:
Please enter your new password:
(Password must contain at least eight characters)
Please confirm new password:
Submit
Cancel
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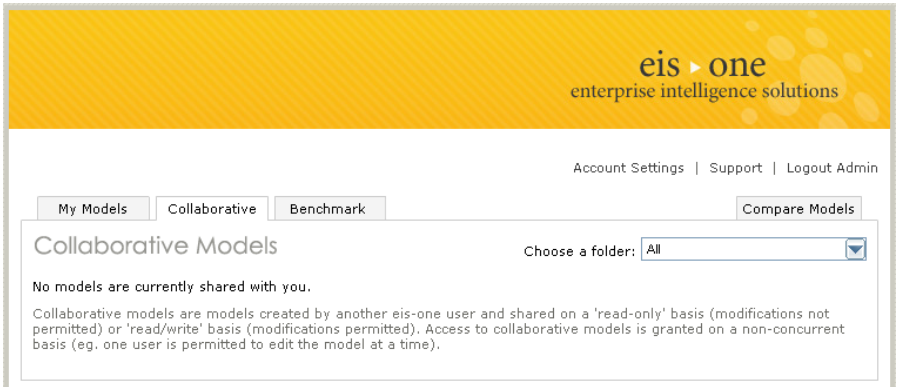
Model Management

Model Selector Overview
The basic functionality to create, edit, delete & share analysis-one models can be accessed from within the 'Model Selector' screen.

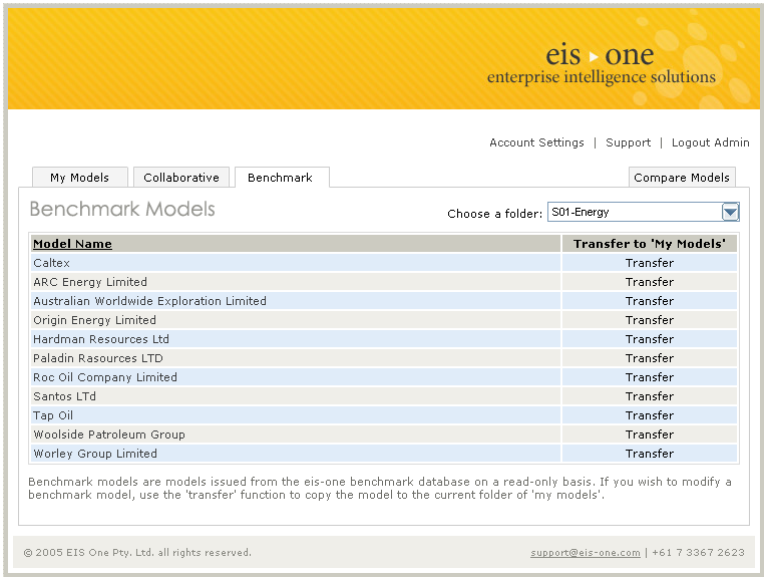
Each analysis-one model may include multi-period financial & non-financial source data; actual & forecast data; financial & non-financial scorecard data and all other data used to support the tools in the analysis-one toolkit.

The model selector contains three model types:

1. **My Models**
    a. Models created or owned by the current user
    b. 'Create a new model' – Allows users to create new models.
    c. 'Share this folder' – Allows users to share this folder with other users. Discussed in detail in the folder section
    d. "Manage Folder Shares' – To modify an existing folder share. Discussed in detail in Folder Section.
2. **Collaborative Models**
    a. Models owned by another user, and shared on a read-only or read/write basis with the current user.


eis one
enterprise intelligence solutions
Account Settings | Support | Logout Admin
My Models
Collaborative
Benchmark
Compare Models
Collaborative Models
Choose a folder: All
No models are currently shared with you.
Collaborative models are models created by another eis-one user and shared on a 'read-only' basis (modifications not permitted) or 'read/write' basis (modifications permitted). Access to collaborative models is granted on a non-concurrent basis (eg. one user is permitted to edit the model at a time).

3. **Benchmark Models**
    a. Benchmark Models are models provided from the analysis-one benchmark database. Benchmark data is sourced from public domain. Eg Listed ASX company annual reports.
    b. 'Transfer' – Transfers a read/write copy of a benchmark model to 'My Models'.


eis one
enterprise intelligence solutions
Account Settings | Support | Logout Admin
My Models
Collaborative
Benchmark
Compare Models
Benchmark Models
Choose a folder: S01-Energy
Model Name
Transfer to 'My Models'
Caltex
ARC Energy Limited
Australian Worldwide Exploration Limited
Origin Energy Limited
Hardman Resources Ltd
Paladin Rasources LTD
Roc Oil Company Limited
Santos LTd
Tap Oil
Woolside Patroleum Group
Worley Group Limited
Transfer
Benchmark models are models issued from the eis-one benchmark database on a read-only basis. If you wish to modify a benchmark model, use the 'transfer' function to copy the model to the current folder of 'my models'.
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Folders

Models within 'My Models' may be assigned to a folder. Folders are designed to make it easier to work with a large group of models. In the event that users have a limited number of models, it is unlikely that users will need to assign models into folders. Accordingly, models may be left in the 'Unassigned' folder by default.

- Users may assign models to a folder through the 'Edit Model Defaults' link.
- An entire folder can be shared (read or read write) with other analysis-one users*.
- An entire folder can be copied to another analysis-one user*.
- Delete a folder, or move all the models in a folder via 'Edit Model Defaults'
- The 'Manage Folder Shares' facility allows users to view and revoke current folder shares.

* Only the owner of models & folders is entitled to establish a share. In other words, for data security reasons, only the model owner of a specific model/folder is permitted to share a model/folder with another analysis-one user.

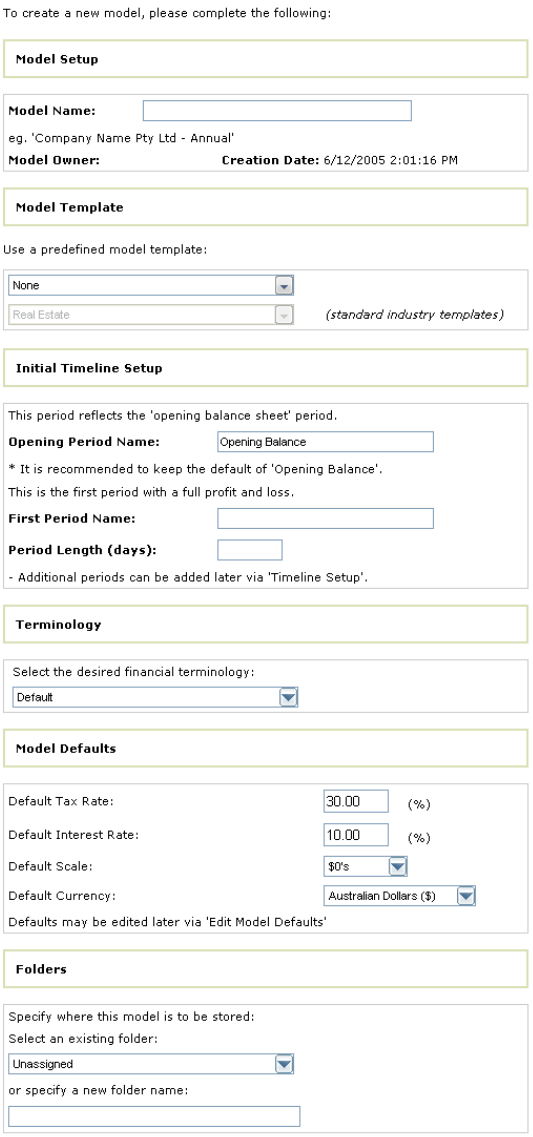
There are a number of rules that apply when sharing and copying folders. Please read below for more detail:

There are 2 default system folders:
'All' - which display all models within all folders
'Unassigned' – displays any models not assigned to a specific folder.

- When copying a model to another user (via the 'share' button) the copied model will appear in the unassigned folder in the other user's account.
- When copying a folder to a user, that folder is recreated in the users account and all models will appear in the correct folder.
- Models that appear in the collaborative models section are only able to be allocated or re-assigned to a folder by the original model owner.
- Sharing a folder actually creates the share for every individual model in that folder & every subsequent model added to that folder. Model owners may revoke an individual model share within the folder. As a result that specific model will not be accessible by the recipient of the folder share

Create a New Model

The link to 'Create a New Model' is located below the list of 'My Models'.



In the 'Model Setup' the following information must be specified:

- Model Name: Select a meaningful name for your model.
- Model template: This contains a list of predefined industry templates. Eg Manufacturers, Accounting Firms, Legal Firms. Selecting an appropriate template will save time.
- Initial Timeline Setup: Specify a period name for the Opening Period and First period. Also specify the number of days for each period.
- Terminology: This contains default financial terminologies for specific industry groups
- Model Defaults: Includes details pertaining to Tax Rate, Interest Rates, Scale and Currency. These can be edited later via 'Edit model Defaults' on the My Models page.
- Folders: Where to store the model. It can be placed in an existing folder or in a new folder.

Duplicate a Model

When a model is duplicated all data and model defaults used in the original model are copied to the new model.

To duplicate a model, click the 'Duplicate' icon located next to the particular model that is to be copied. Highlight the default text 'Insert name here' and specify a new model name. Click on 'Update' to proceed. The duplicate function copies all source financial & non-financial data and inherits all data used to support the tools within the toolkit (eg model defaults, beta factor, cost of capital and scorecard targets etc…) from the parent model.

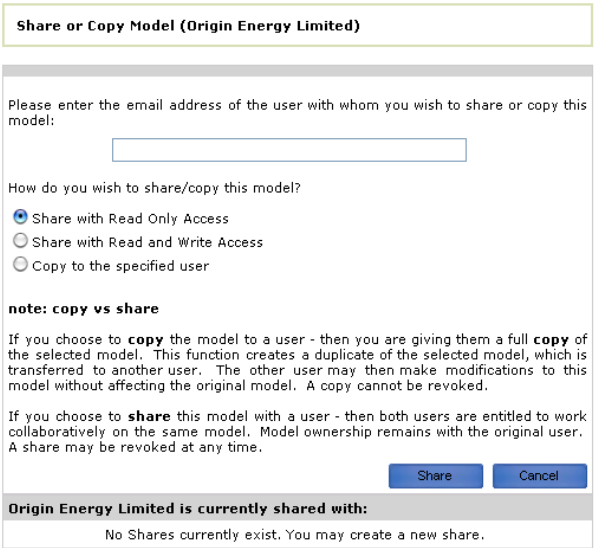
Sharing a Model

Sharing models enables analysis-one users to work collaboratively within the application. Sharing a model grants other users access to the model. For data integrity reasons access to each model is provided on a non-concurrent basis. (eg only one user may edit a model at a time)

To share a model, click on the 'Share' icon which is located to the right of each model under the 'My Models' section.

The Share model screen lists all existing model shares (if any) and the type of share associated with each model share (eg read-only access; or read & write access).

To create a new share arrangement, enter in the email address (username) of the analysis-one user whom you wish to share the model with, select the type of share and click share.


Share or Copy Model (Origin Energy Limited)
Please enter the email address of the user with whom you wish to share or copy this model:
How do you wish to share/copy this model?
Share with Read Only Access
Share with Read and Write Access
Copy to the specified user
note: copy vs share
If you choose to copy the model to a user - then you are giving them a full copy of the selected model. This function creates a duplicate of the selected model, which is transferred to another user. The other user may then make modifications to this model without affecting the original model. A copy cannot be revoked.
If you choose to share this model with a user - then both users are entitled to work collaboratively on the same model. Model ownership remains with the original user. A share may be revoked at any time.
Share
Cancel
Origin Energy Limited is currently shared with:
No Shares currently exist. You may create a new share.

Share Types

When sharing models three options are available:
'Share with Read Only Access'
The model will appear in the recipient's 'Collaborative Models' section. The recipient will be able to view the model, but not be able to change/edit the model. Read-only access will be denoted with a padlock symbol on the model selector.

'Share with Read and Write Access'
The model will appear in the recipient's collaborative models section. The recipient will be able to freely edit the model. It should be noted that any alterations to the collaborative model by the recipient will alter the original shared model as well.

'Copy Model to the Specified user'
A duplicate of the original model is copied to the recipient and will appear in their 'My Models' section. The original user will have no control over the duplicate of the original model. Any modifications made by the duplicate model will be independent of the original model. It should be noted that the receiving user is able to share the duplicate model with other users.

Revoking a Share
By clicking on 'Revoke' from the share model screen, an existing model share may be terminated.

Delete a Model
To delete a model, simply click on 'Delete' from the Model Selector.
Note: once the model has been deleted it cannot be restored.

Transfer a Model from the Benchmark Database

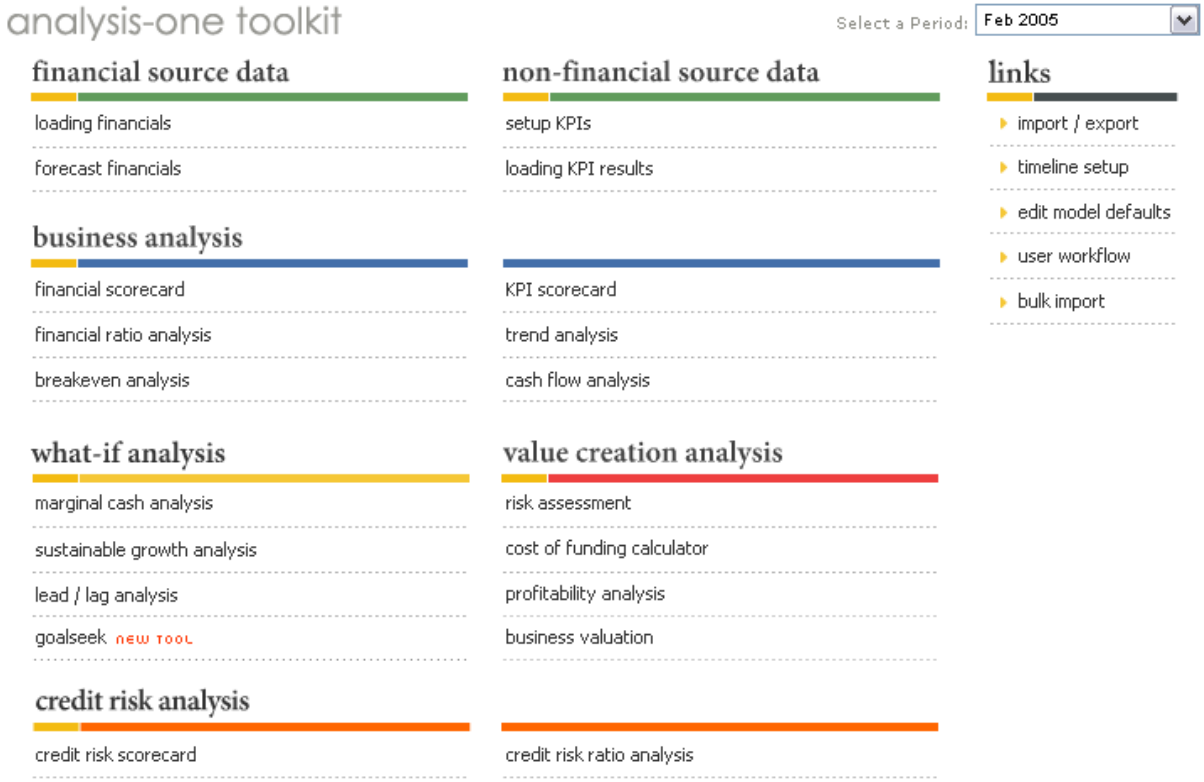
All benchmark models are provided on a read-only basis. The 'Transfer' function enables users to create a duplicate copy of any Benchmark model and move that model into the user's 'My Models' section. This duplicate model may then be freely modified.

When a benchmark model is transferred the model is copied into the 'My Models' section and gains full read & write capabilities. Similar to 'Copy' the transferred model will be independent of the original model from which it was transferred.
It is important to note that the benchmark model will be transferred, by default into the currently opened folder within 'My Models' when the 'Transfer' is actioned.

analysis-one Toolkit

Select a model from the 'Model Selector' screen to enter into the analysis-one Toolkit.
To return to the model selector click on the 'Model Selector' link (breadcrumb trail), located at the top left-hand side of each screen within the toolkit.

The analysis-one toolkit menu provides access to the analysis-one tools.
Note: the array of tools within the toolkit is fully customisable for each user. Accordingly, not all tools are accessible to all users. In some circumstances, limited access (read-only access) is provided to some tools for certain users.



The toolkit provides access to the following groups of tools
loading financial source data
loading non-financial source data
business analysis tools
cash flow & growth tools
value creation tools
credit risk analysis tools

The toolkit screen also provides access to the following:
Timeline Setup
Import / Export
User workflow
Model Defaults

Creating a New Period

New periods may be created in either two ways. A user either creates the new period in the 'Timeline Setup' or when importing source data. The import sheet will be discussed in Appendix A.

Timeline / Conventions

Select 'Timeline Setup' from the toolkit menu.

In the 'Period Name' field specify the name of the new period to be created. Also specify the 'Period Length' in days.
Note: In order to utilise the full benchmarking & comparative analysis capabilities of the analysis-one application, it is strongly advised that users adhere to the recommended period naming convention. Click Create to save new period details.

To view the naming conventions click 'Show Period Naming Conventions'. Users may also enter the number of shares and average share price for each period.

Modifying Periods

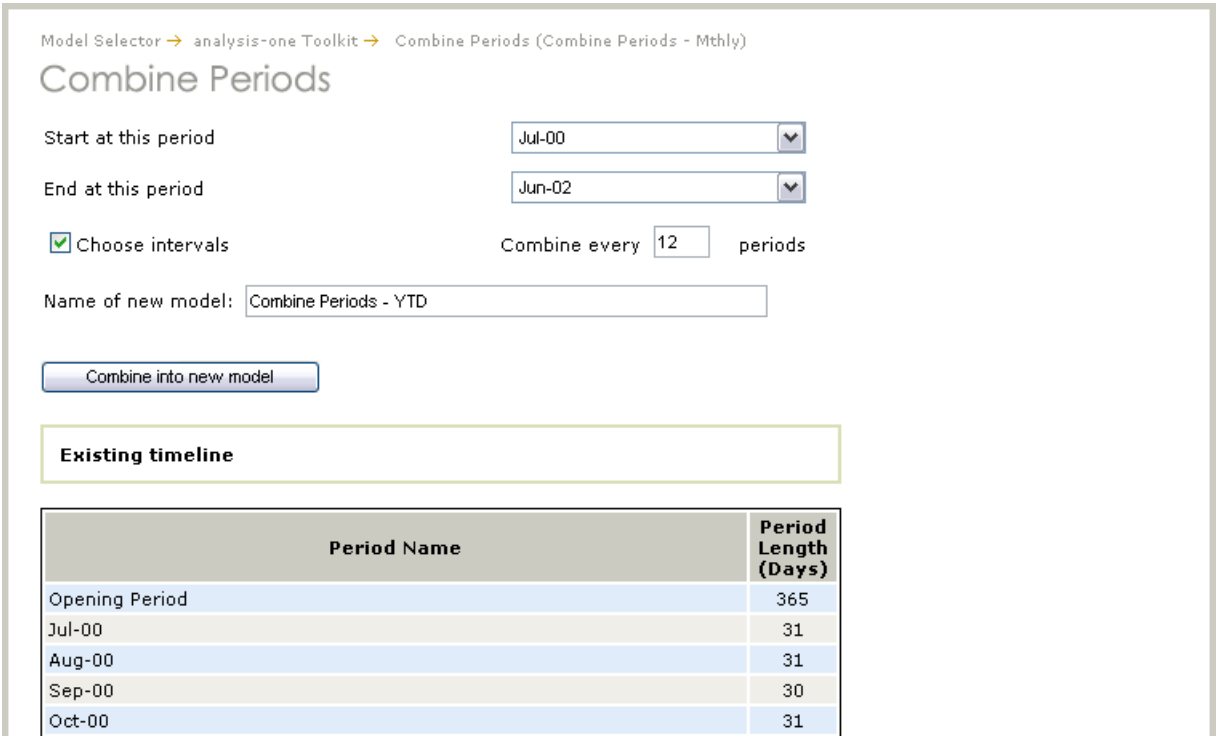
Once a period has been created users can edit the model period using the edit icon in the 'Modify existing period's' section. This allows all properties of existing periods to be modified. To delete a period click the delete period icon. Once a period is deleted all the data from that period is also deleted.

Combine Periods

Select 'Combine Periods' from the toolkit menu.

Overview

Combine an unlimited number of periods at any given interval. For example, combining monthly periods at 3 period intervals will create a model with quarterly periods ready for analysis. Alternatively, combine monthly periods without intervals to create an annual or year-to-date (YTD) period ready for analysis.



The combine periods utility automatically creates a new model and the original model remains unchanged. Periods outside the specified combine range are not included in the new model.

The combine function combines all associated financial & non-financial data. This function seeks to aggregate all data within the selected period range.

The scorecard targets will also be adjusted to reflect the appropriate target for the new combined period range. For example, if a specific KPI within a monthly model had a target of 10 units and monthly periods were combined into a yearly model, the new target for the selected metric would be 120 units.

However, if the unit of measure (uom) is a '%' value then the target remains unchanged. Accordingly, for results where if the unit of measure (uom) is specified as a '%', then the combine function will calculate the average result, rather than the aggregate, for the selected period range.

Loading Source Data

Financial Statements

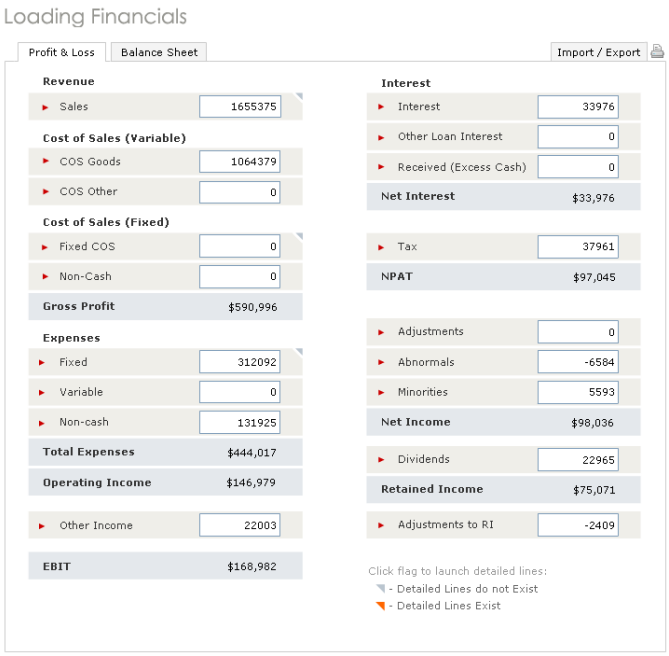
Select 'Loading Financials' using the 'Quick Launch menu' under 'loading and setup' or select 'Loading Financials' from the toolkit menu.

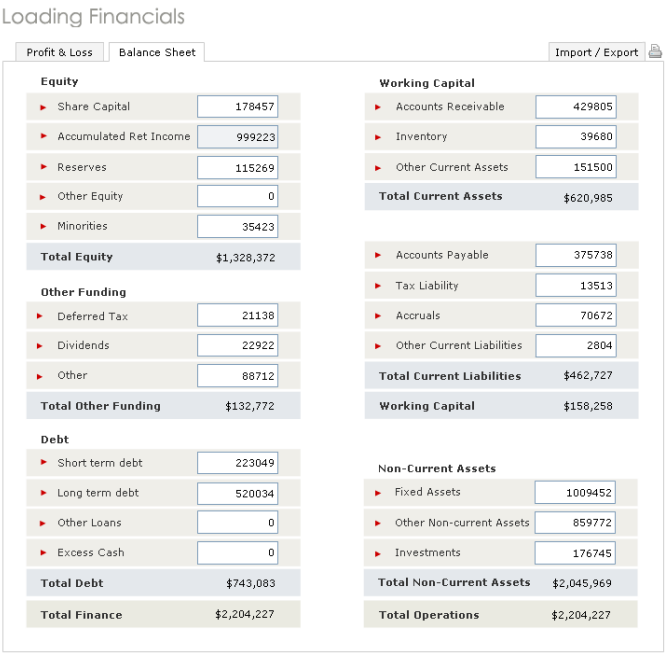
Tool Overview

Multiple periods of financial data may be loaded in preparation for analysis. The financial statements loaded within this tool are used to 'underpin' other tools within the analysis-one toolkit.

There are two ways that source financial data may be loaded into anlaysis-one:

- Manual input of data into the financial loading tool, or
- Importing financial statements from a spreadsheet application (refer to Appendix A : Importing Data)





When a model is created the 'Opening Balance' and the 'First period' are created by default. To construct additional periods within a model see 'Creating a New Period' instructions.

As previously specified, only the Balance Sheet is required to be completed for the Opening Balance period.

An alert notification will appear if the Balance Sheet does not balance. If this occurs all tools within the toolkit will still be accessible, however the calculated amounts will not be an accurate reflection of the business, as the financial data is incomplete.

Manual Data Input

Select the period to which the financial data relates through the 'Period Selector' drop down menu.

On the left hand side of the page there are two tabs: click on the respective tab to move between the Profit & Loss and Balance Sheet.

To enter the data highlight the text field which needs to be changed and type in the figures. It is possible to use the 'Tab' key to enter into the next input field.

Changes can be made to both the Profit & Loss and the Balance Sheet within the same period without the need to save. However, prior to moving to another period the 'Save' button must be pressed to prevent loss of data. A warning will appear if data has been changed and the user has not saved those changes.

Detailed Lines

This function enables the expense lines allocated to 'Fixed COS' and 'Fixed Expenses' as well as "Revenue" to be separately detailed in the Profit and Loss. This capability enables the detailed analysis of these revenue and expense items in the trend analysis & comparative tools.

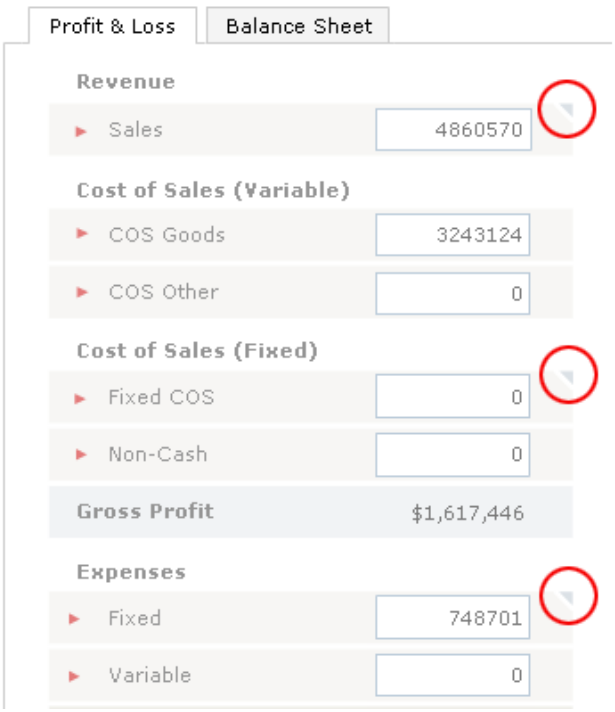
Detailed lines are indicated by flags in the top right hand corner of the expense and Revenue lines. Different colouring is used to notify the user whether detailed lines exist in that model. An orange flag denotes that a detailed line exists.

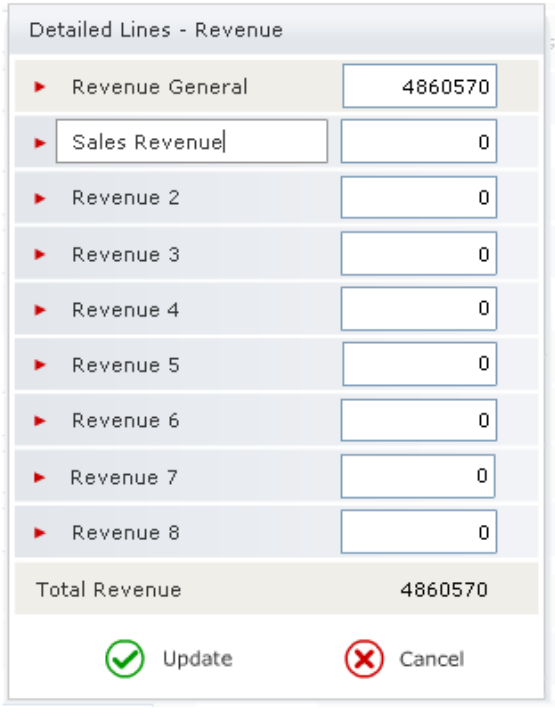
If no detailed lines are specified during an import all items coded to 'Revenue'(import code 1) or 'Fixed COS' (import code '4') or 'Fixed Expenses' (import code '7') will be allocated to the default first line of 'General' and the colour of the flag will indicate that no detailed lines exist.

Although the import function will input the financial data into the correct corresponding detailed lines the description for each line still needs to be manually set within each analysis-one model. This is only required to be completed in one period as the specified descriptions will automatically be applied across all periods within the model.

To manually add financial data to the detailed lines and/or add an informative line description, click on the flag and an additional pop-up screen will appear. To commit modifications to the detail lines data select 'Update' and then save. To discard modification to the detailed line data click 'Cancel'.

Please refer to the 'analysis-one Import Instructions' (Appendix A) that can be accessed from the link at the top of the 'Import Financials' page for specific instructions on the coding required to allocate items to a detailed line.





Financial Scorecard

Select 'Financial Scorecard' by using the 'Quicklaunch Menu' under 'business analysis tools' or select 'Financial Scorecard' from the toolkit menu.

Tool Overview

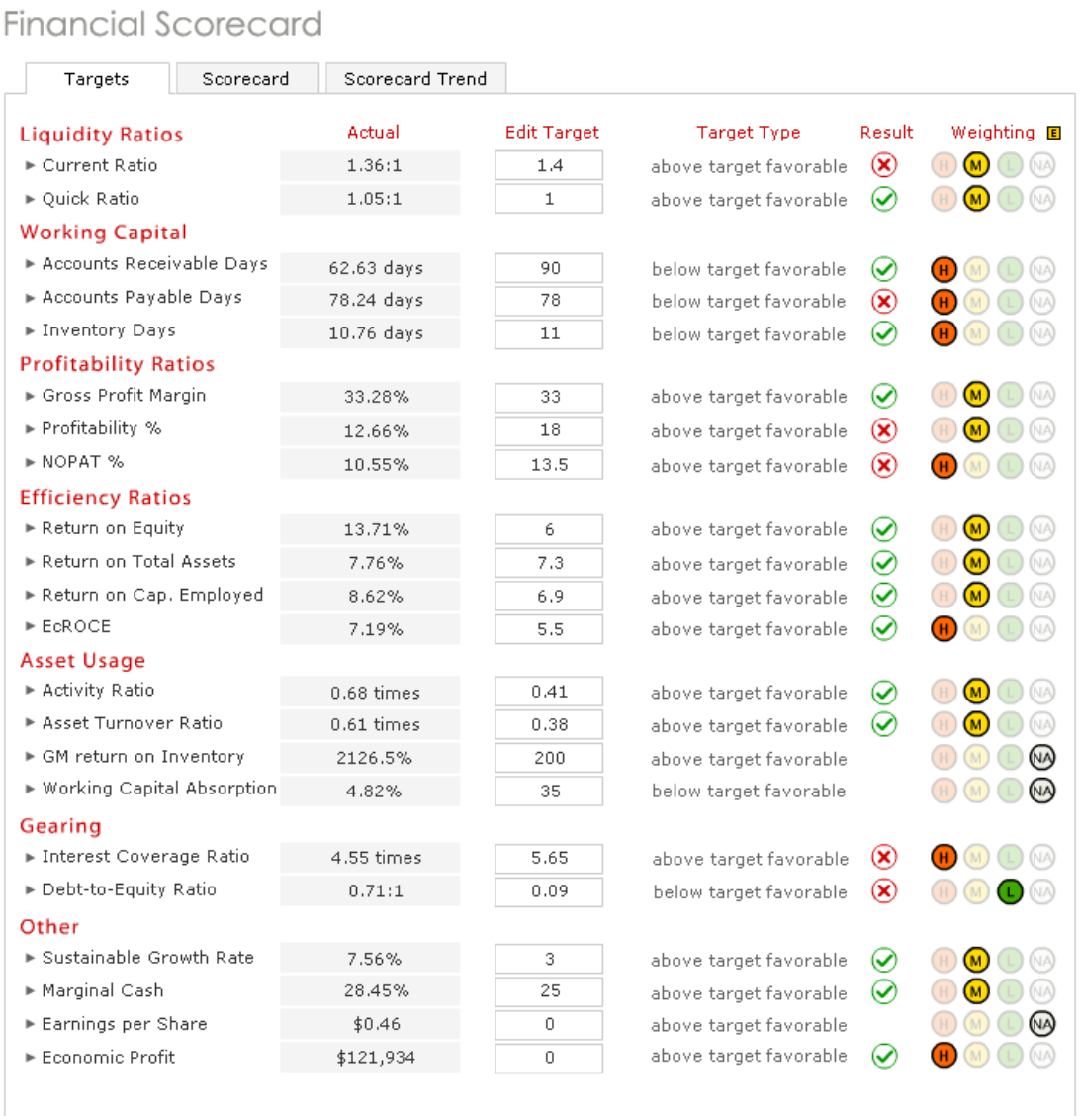
The Financial Scorecard enables users to assess a business using performance targets and monitor the business's ability to achieve those targets.

When a new model is created default targets and weightings are applied. If a template is specified during 'create a new model', then default targets & weightings are inherited from the template model. In order to produce accurate scorecards, targets relevant to the business should be applied.

To change the target for a ratio, highlight the corresponding field under the 'Edit Target' heading and type in the new target. Note: targets apply to all periods within the model.

To change the weighting for a ratio left click on the weighting icon that is appropriate. The weighting selected is colour highlighted.

If you wish to understand the mathematical weighting given to each weighting selection (i.e. H, M, L and N/A) click on the explanation icon 'E' located next to the weighting header



	Actual	Edit Target	Target Type	Result	Weighting
Liquidity Ratios					
Current Ratio	1.36:1	1.4	above target favorable	✗	M
Quick Ratio	1.05:1	1	above target favorable	✓	M
Working Capital					
Accounts Receivable Days	62.63 days	90	below target favorable	✓	H
Accounts Payable Days	78.24 days	78	below target favorable	✗	H
Inventory Days	10.76 days	11	below target favorable	✓	H
Profitability Ratios					
Gross Profit Margin	33.28%	33	above target favorable	✓	M
Profitability %	12.66%	18	above target favorable	✗	M
NOPAT %	10.55%	13.5	above target favorable	✗	H
Efficiency Ratios					
Return on Equity	13.71%	6	above target favorable	✓	M
Return on Total Assets	7.76%	7.3	above target favorable	✓	M
Return on Cap. Employed	8.62%	6.9	above target favorable	✓	M
EcROCE	7.19%	5.5	above target favorable	✓	H
Asset Usage					
Activity Ratio	0.68 times	0.41	above target favorable	✓	M
Asset Turnover Ratio	0.61 times	0.38	above target favorable	✓	M
GM return on Inventory	2126.5%	200	above target favorable		NA
Working Capital Absorption	4.82%	35	below target favorable		NA
Gearing					
Interest Coverage Ratio	4.55 times	5.65	above target favorable	✗	H
Debt-to-Equity Ratio	0.71:1	0.09	below target favorable	✗	L
Other					
Sustainable Growth Rate	7.56%	3	above target favorable	✓	M
Marginal Cash	28.45%	25	above target favorable	✓	M
Earnings per Share	$0.46	0	above target favorable		NA
Economic Profit	$121,934	0	above target favorable	✓	H

To view a graphical representation of the scorecard click on the 'Scorecard' tab.

Areas marked with a green tick, are satisfactory performance indicators.

Areas marked with a red cross, are performing poorly and therefore require management attention.

The overall net result for a category of ratios is indicated by the colour of the wheel segment. Red indicates

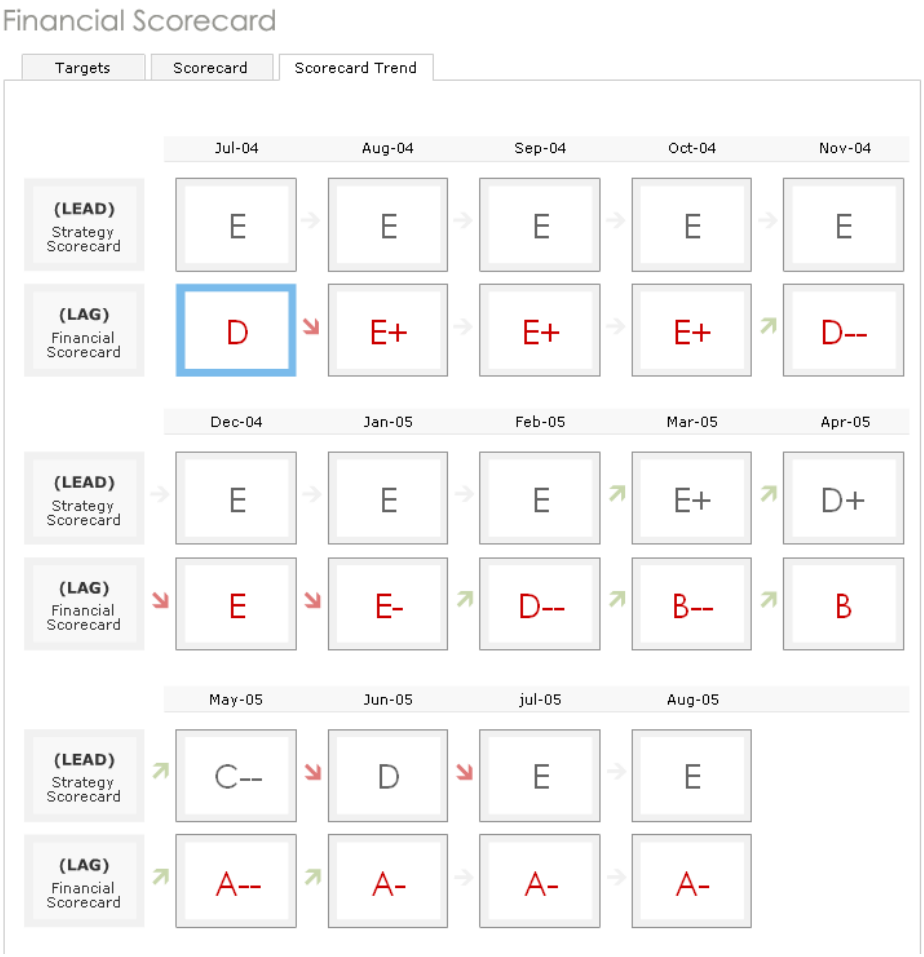
that the results achieved are below target, green indicates that results have been better than target and orange indicates an average result.

It is important to realise that the colour shown is based on both the results achieved compared to target and the relative weighting given to each ratio within the set.

For a detailed explanation of the ratios please refer to 'Financial Ratios' from the toolkit menu or alternatively select 'Financial Ratio Analysis' from the quick launch menu.

If you wish to print the Scorecard, click on 'Print Scorecard Report' as shown above.

To view Trends for multiple periods select 'Scorecard Trend'



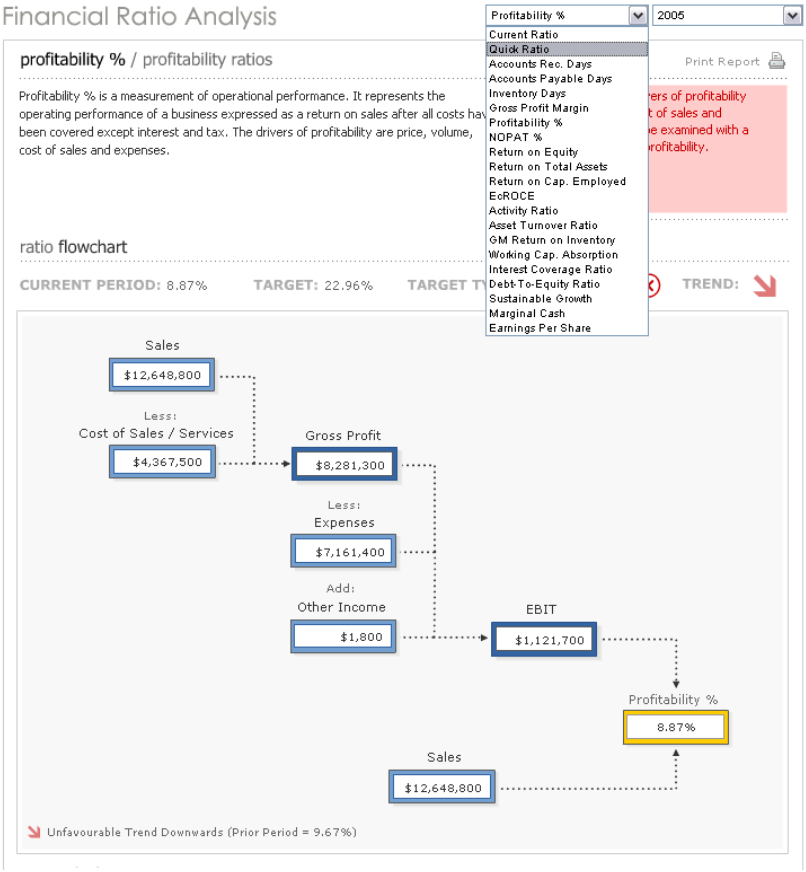
If Non-financial data exists in the model, a corresponding non-financial scorecard result is shown for every period. Non-financial and Financial scorecard results are referred to as 'Lead' and 'Lag' results respectively.

Financial Ratios

Select 'Financial Ratio Analysis' using the 'Quicklaunch menu' under Business Analysis or select 'Financial Analysis" from the toolkit menu.

Tool Overview

Use financial ratio analysis to accurately assess a business's financial health. Identify areas of strength and identify opportunities for improvement.



For each ratio a definition, calculation and basic interpretation of the result is provided.

Navigate through each ratio by selecting the ratio from the drop down list on the right.

The actual result in this example is higher than the target for the selected period as indicated by a green tick. If this result was below target a red cross will appear.

If a negative result appears, an analysis will appear at the top right of the page. It will contain information on how to improve the ratio in subsequent periods.

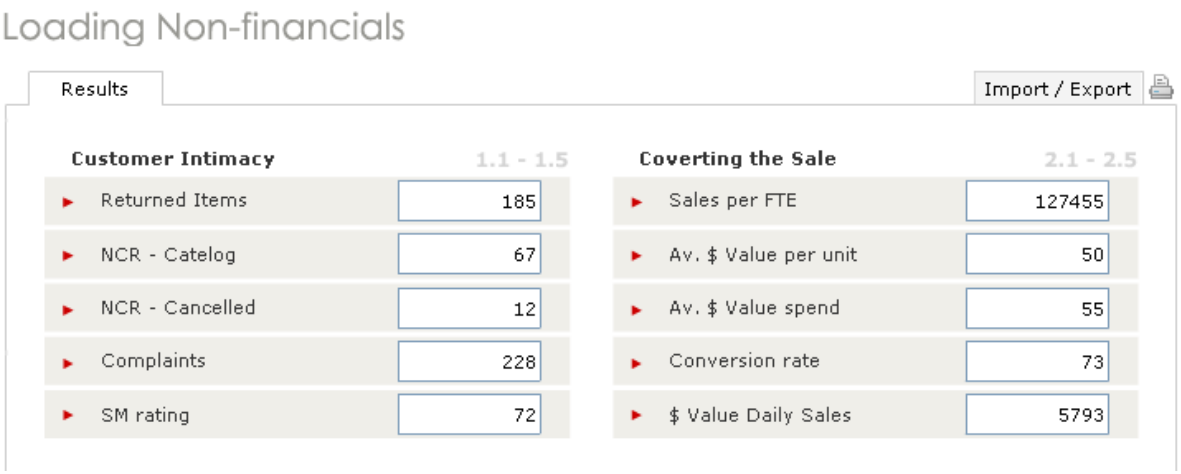
Note: all figures in this flowchart are drawn from the source financial statements.

Non-Financials (KPIs)

Select 'Setup KPIs' using the 'Quicklaunch Menu' under 'Loading and Setup' or select 'Setup KPIs' from the toolkit menu.

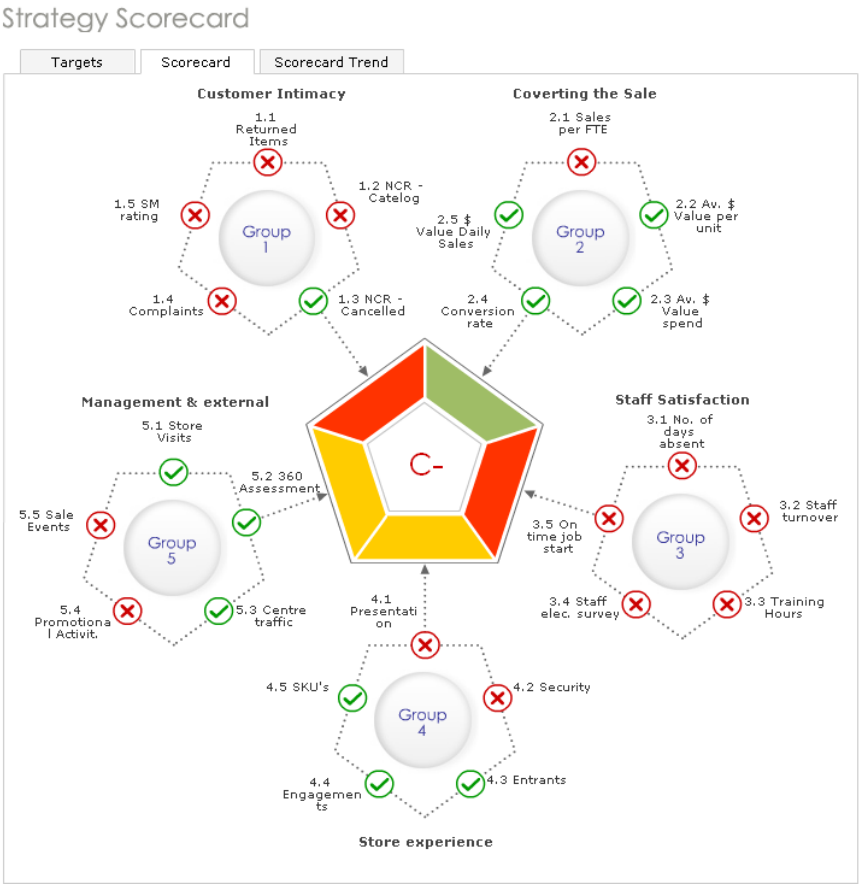
Tool Overview

Specify the non-financial performance metrics that will be used in the 'KPI Scorecard' then manually load or import multiple periods of non-financial results in preparation for analysis.



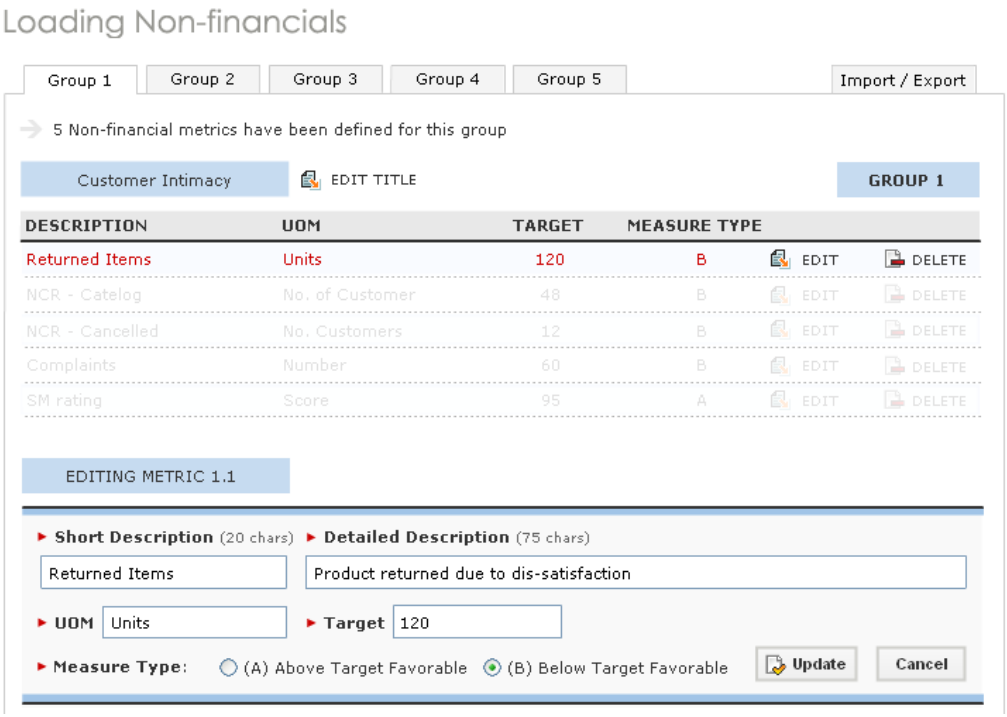
For each KPI Scorecard users may specify up to 25 custom non-financial metrics. By default a new model (unless created from an industry template) will include no pre-defined metrics. Each KPI Scorecard may contain a maximum of 5 groups; a maximum of 5 KPIs may be assigned to each group.

'Group 1 to Group 5' each represent an arm of the 'KPI Scorecard'. Find below an example KPI Scorecard to assist your understanding.



Defining KPIs (Setup KPIs)

A group is an area of strategy to which a number of non-financial measures relate. As can be seen there is scope for five groups within the KPI scorecard and each group can have a maximum of five related measures.



From the toolkit menu select 'Setup KPIs,' then select the tab which relates to the area of the scorecard that needs creating. It is advisable to start with 'Group 1'.

The first step is to name the group. Click on 'Edit Title', type the appropriate name in the text box that appears to the right and then click on 'Update Title'.
The next step is to create the non-financial measures that belong to the group by clicking on 'Add New Metric'. This will bring to the foreground previously shaded information and text boxes. Highlight the existing text which is to be replaced and then type in the relevant details.

There are a number of fields that must be defined for each metric:

1. Short Description

Limited to 20 characters this is the text that will appear as a description on the KPI scorecard.

2. Detailed Description

This field allows the user to provide more detailed information about the metric.

3. Unit of Measure (UOM)

For example, days, %, times per qtr

4. Measure Type

It is important that this field is completed correctly it will affect the logic used in the KPI scorecard.
An example of when 'Above target favourable' is used is for a measure like number of customer referrals. In this instance it would be a favourable result to have more referrals than targeted.
An example of when 'Below target favourable' is used is for number of staff sick days per month. If less sick days are taken than what was set as a goal than this is a positive result.

Click on 'Update' when all the fields have been completed for that measure. Please be aware that it is necessary to press 'Save' prior to exiting the tool.

Any changes to either Group Titles or Measure can be made via the 'Edit' button.

Once this is completed the 'Load Results' tool will be populated with group specific data and will be ready for input of result for every period. As indicated above, the results can either be manually entered or imported.

When deleting a measure is it important to realise that all results associated with the measure will also be deleted.

It is imperative that the KPIs be defined & KPI results loaded before the use of the KPI scorecard tool.

KPI Scorecard

Select 'KPI Scorecard' either by using the 'Quicklaunch menu' or select 'KPI Scorecard' from the toolkit menu.

Tool Overview

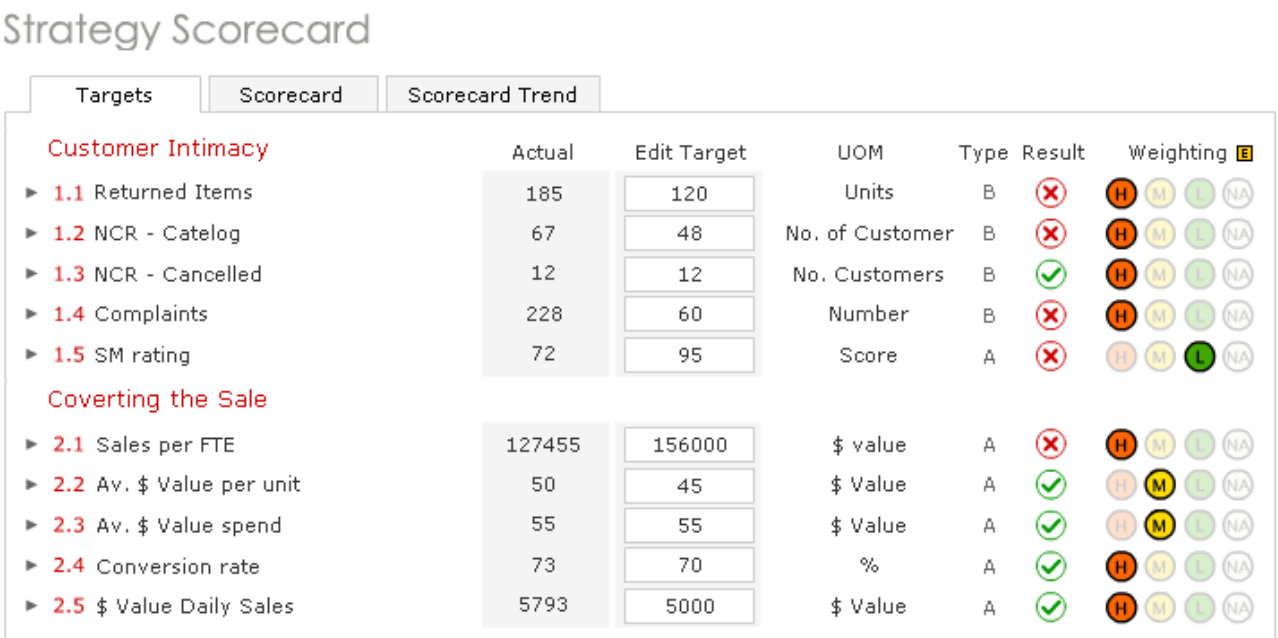
Rate the overall management of non-financial objectives. Specify performance targets and monitor the business's ability to achieve those targets.
The set-up process required for the KPI scorecard is identical to that required for the 'Financial Scorecard'. Please review the section titled 'Financial Scorecard' for detailed instructions.

When a new model is created there are no targets or groups. Only after measures have been defined in the 'Setup KPIs' tool will the framework for the 'KPI Scorecard' appear complete.

One area of differentiation in presentation is the inclusion of the 'Type' column. This simply informs the user of whether achieving above or below target is a favourable result. 'A' represents measures for which an above target result is favourable whilst 'B' represents measures for which a below target result is favourable.

To change the weighting for a measure select a H, M, L or N/A icons.

If you wish to understand the mathematical weighting given to each weighting selection (i.e. H, M, L and N/A) click on the explanation icon 'E' located next to the weighting header



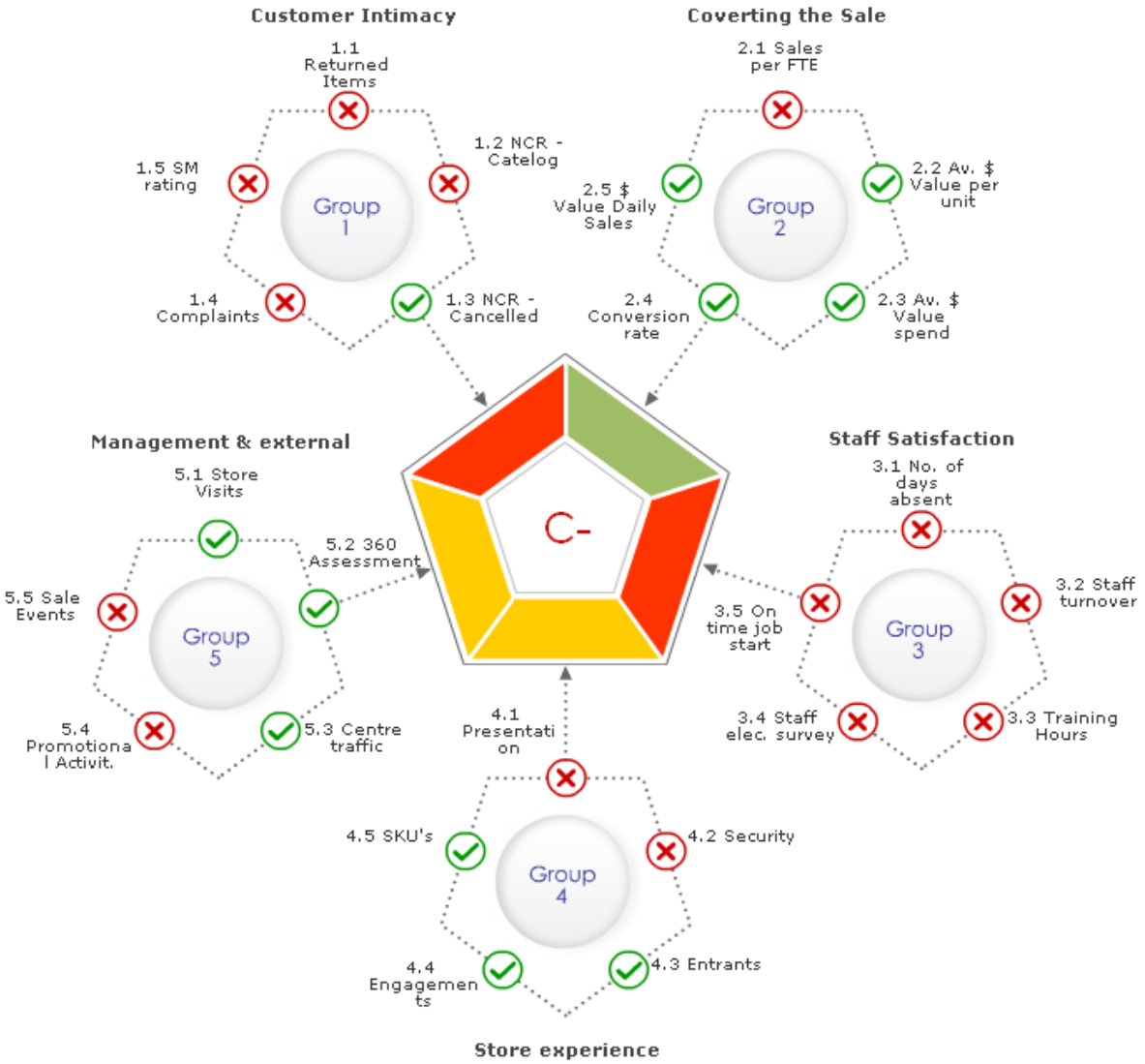
	Actual	Edit Target	UOM	Type	Result	Weighting E
Customer Intimacy						
1.1 Returned Items	185	120	Units	B	✗	H
1.2 NCR - Catelog	67	48	No. of Customer	B	✗	H
1.3 NCR - Cancelled	12	12	No. Customers	B	✓	H
1.4 Complaints	228	60	Number	B	✗	H
1.5 SM rating	72	95	Score	A	✗	L
Coverting the Sale						
2.1 Sales per FTE	127455	156000	$ value	A	✗	H
2.2 Av. $ Value per unit	50	45	$ Value	A	✓	M
2.3 Av. $ Value spend	55	55	$ Value	A	✓	M
2.4 Conversion rate	73	70	%	A	✓	H
2.5 $ Value Daily Sales	5793	5000	$ Value	A	✓	H

Once the targets and weighting have been established and results entered into the 'Loading KPI results' tool will the KPI scorecard be ready for review. Click on the 'Scorecard' tab.

Areas marked with a green tick, are satisfactory performance indicators. Areas marked with a red cross, are performing poorly and therefore require management attention.

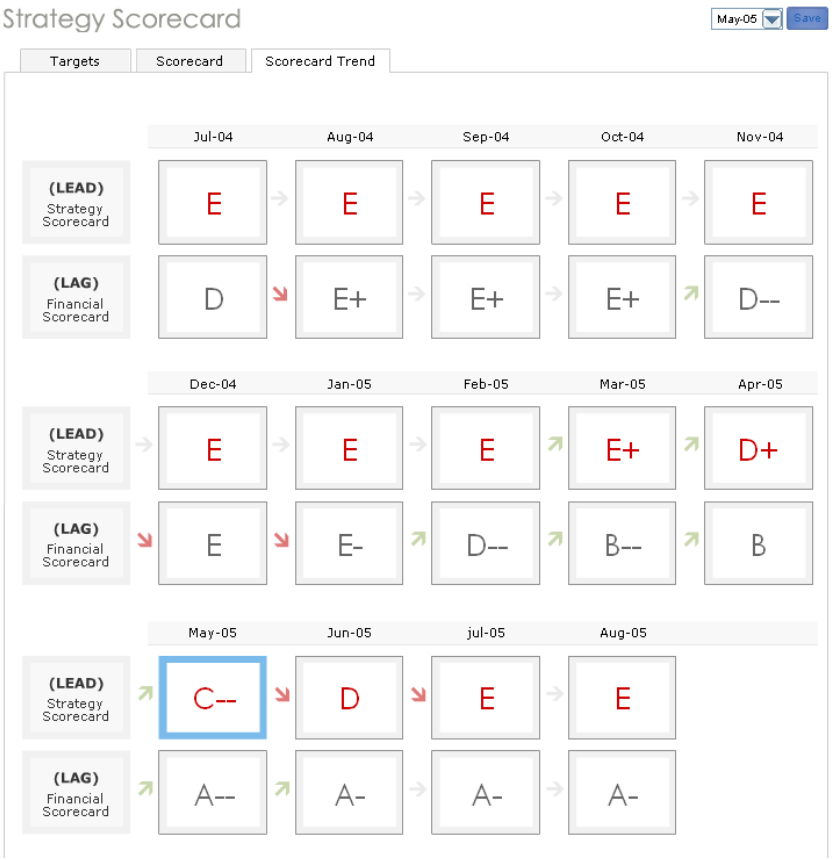
The overall net result for each group of measures is indicated by the colour of pentagon segment. Red indicates that the weighted results achieved are below target, green indicates that weighted results have been better than target and orange indicates a 'borderline' result.

If you wish to print the Scorecard, click on 'Print Scorecard Report'



To view Trends for multiple periods select 'Scorecard Trend'

For every period a corresponding financial and non financial scorecard result is shown.



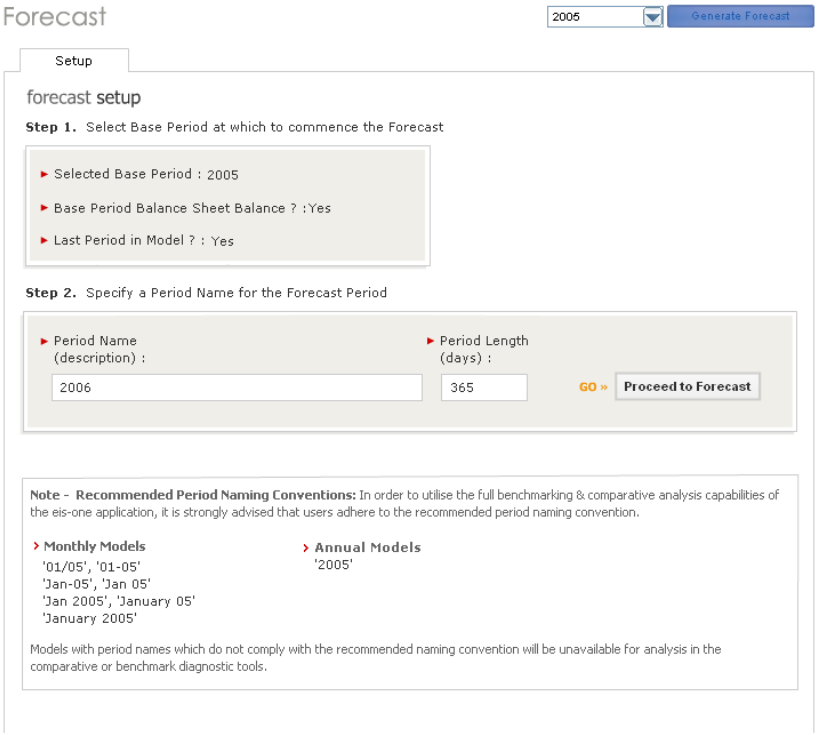
Forecasting Financials

Select 'Forecast' using the 'Quicklaunch menu' under loading and setup or select 'Forecast Financials' from the toolkit menu.

Tool Overview

The forecast tool allows for the forecasting of future financial performance based on past financial performance.

Step 1. Select Base Period
Select the based period from which to commence the forecast.

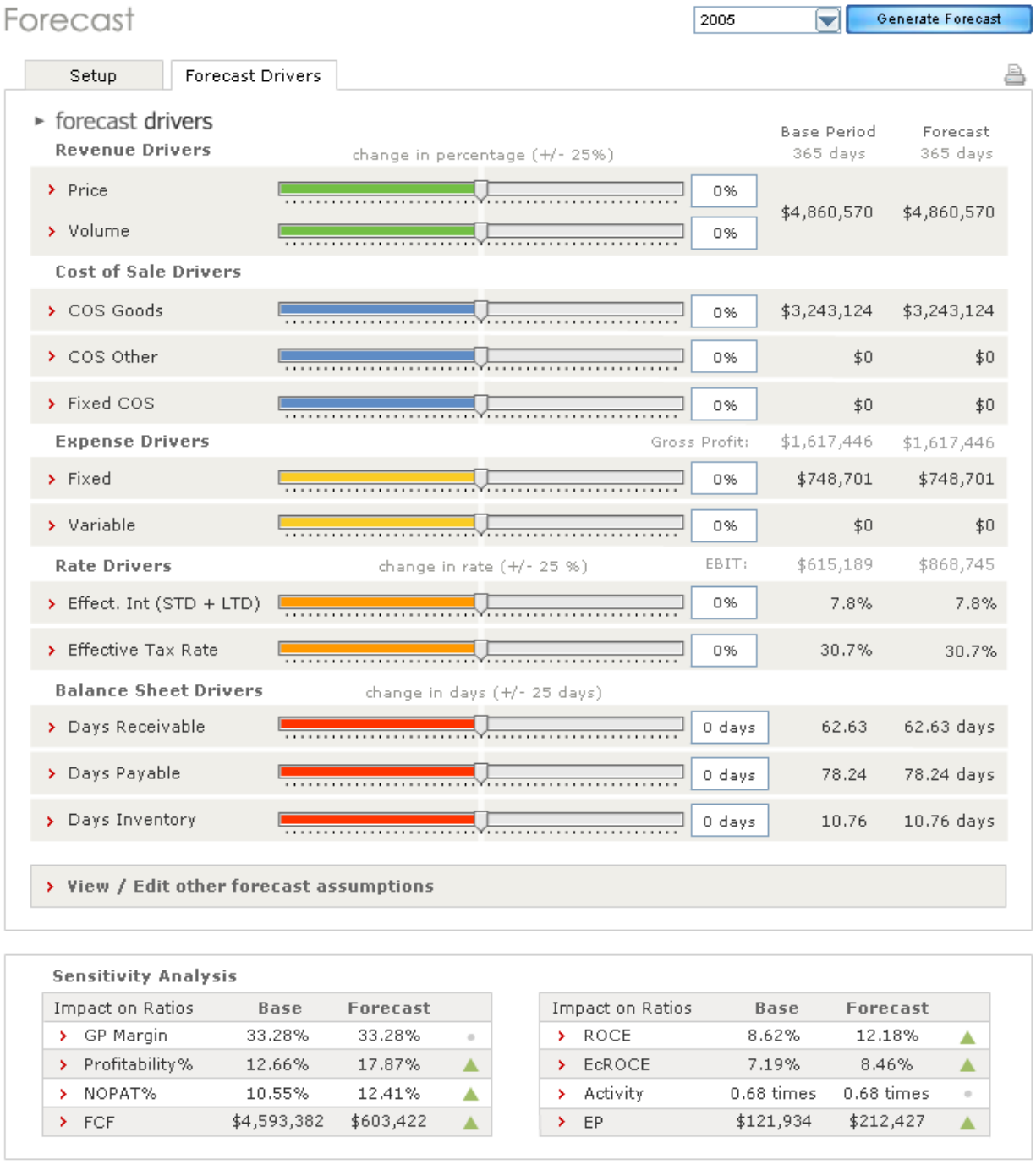

Forecast
2005
Generate Forecast
Setup
forecast setup
Step 1. Select Base Period at which to commence the Forecast
Selected Base Period : 2005
Base Period Balance Sheet Balance ? :Yes
Last Period in Model ? : Yes
Step 2. Specify a Period Name for the Forecast Period
Period Name (description) :
Period Length (days) :
2006
365
GO »
Proceed to Forecast
Note - Recommended Period Naming Conventions: In order to utilise the full benchmarking & comparative analysis capabilities of the eis-one application, it is strongly advised that users adhere to the recommended period naming convention.
Monthly Models
'01/05', '01-05'
'Jan-05', 'Jan 05'
'Jan 2005', 'January 05'
'January 2005'
Annual Models
'2005'
Models with period names which do not comply with the recommended naming convention will be unavailable for analysis in the comparative or benchmark diagnostic tools.

Step 2. Specify Period Name for forecast
Enter a period name and length, then select proceed to forecast. Note period naming conventions for periods still apply. For information on period naming conventions view the Timeline section.

Step 3. Forecast Drivers
Users can alter a forecast by manipulating the forecast drivers. Select and drag the driver slider to increase or decrease the change effect for each forecast driver. Forecast drivers include Revenue, Cost of Sales, Expenses, Rates and Balance sheet drivers.

Step 4. Other forecast assumptions (optional)
Select 'View or Edit other forecast assumptions' to alter the specific forecast values for some individual Profit and Loss or Balance Sheet items. Note: By default non-cash expenses, adjustments, abnormal items, interest received and dividends are set to zero and the balance sheet retains its base period values. 'Accept Assumptions' to proceed.

Step 5. Press the 'Generate Forecast' button to complete the forecast. Users will then be redirected to the newly created financial statements. Users may then proceed to perform an analysis of this forecast period.



To delete a forecast period enter 'Timeline Setup'

Trend Analysis
Select 'Trend Analysis' either by using the 'Quicklaunch menu' or the link from the toolkit menu.

Tool Overview
Evaluate performance across multiple periods, using charts and graphs to identify patterns and trends which may threaten the health of the business.

To generate a chart:
Step 1: Select the desired period range

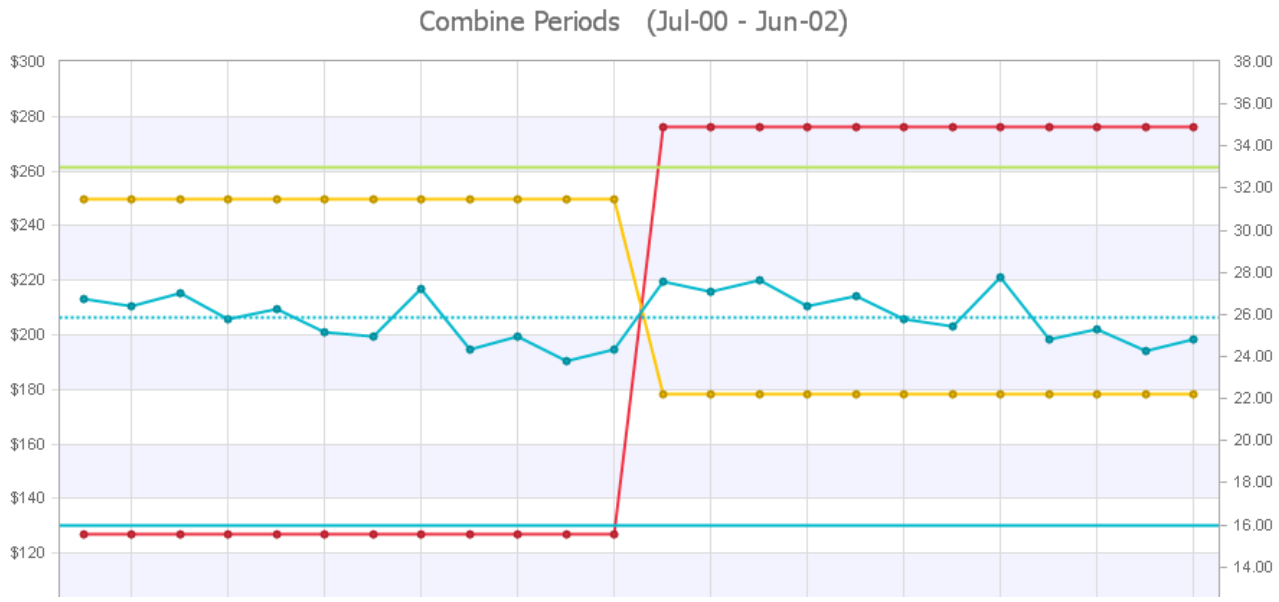
Step 2: Select the chart type. Note: if charting different data types (ie financial ratios (%) with financial values ($, £)) then two vertical axes with different scales will be used.

Step 3: Select metrics to include in the chart. Select any number of financial ratios, non-financial metrics (KPIs), profit & loss items or balance sheet items for comparison. Avoid selecting too many items, as this will produce a chart that is too cluttered and therefore difficult to interpret effectively.

Step 4: Tag metrics from the selected metrics list to include the associated target and/or average in the chart. Targets for financial ratios and targets for KPIs are sourced from the Financial Scorecard & KPI Scorecard respectively.

Step 5: Click on 'Generate Chart'. The requested chart is generated

Given the diversity of business entities and graphing options available it is difficult to recommend a 'formula' to use. In order to produce a meaningful graph it is advisable that the user understands how the ratios are calculated and what trends or patterns are of interest prior to graphing.

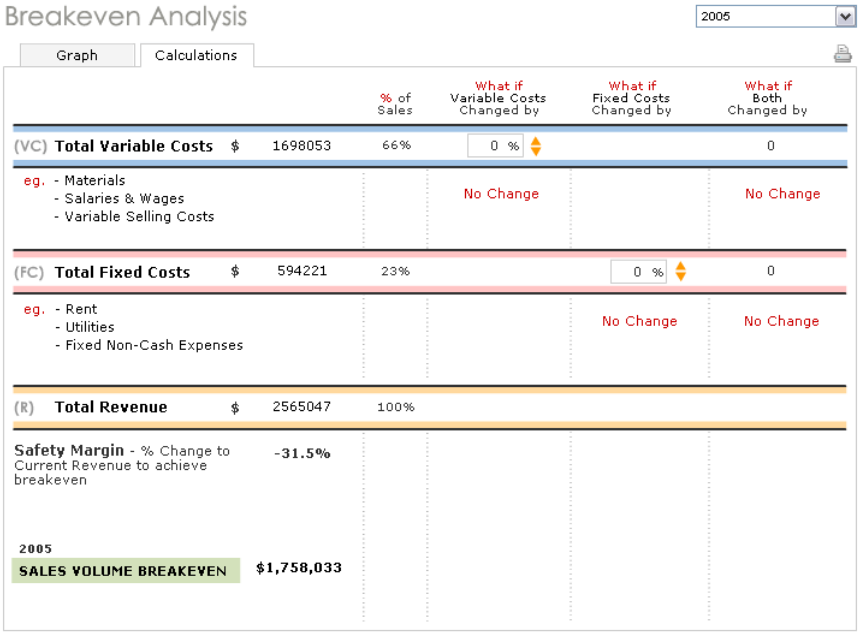


Breakeven Analysis

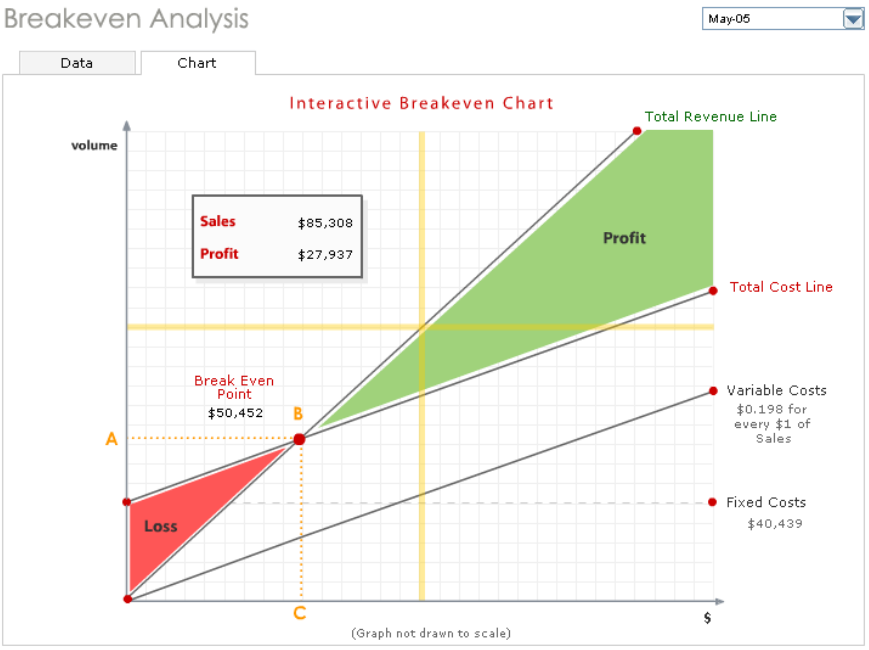
Select 'Breakeven Analysis' either by using the 'Quick Launch menu' under Business analysis tools or select the link from the toolkit menu.

Tool Overview

Use this tool to assess the business's sales volume breakeven levels.
Review 'Safety Margins' and the level of sales volume required to achieve breakeven for each period.



Change variable or fixed costs to see the impact on the breakeven point.
View the break even graph by clicking on the 'Chart' tab.



Move the mouse over the graph to see a 'what-if' profit for different sales levels. The assumption underpinning the calculation in this graph is that the dollar value of fixed costs and the variable cost ratio per dollar of sales remains constant for any increase or decrease in sales. Move the mouse cursor to test a new scenario.

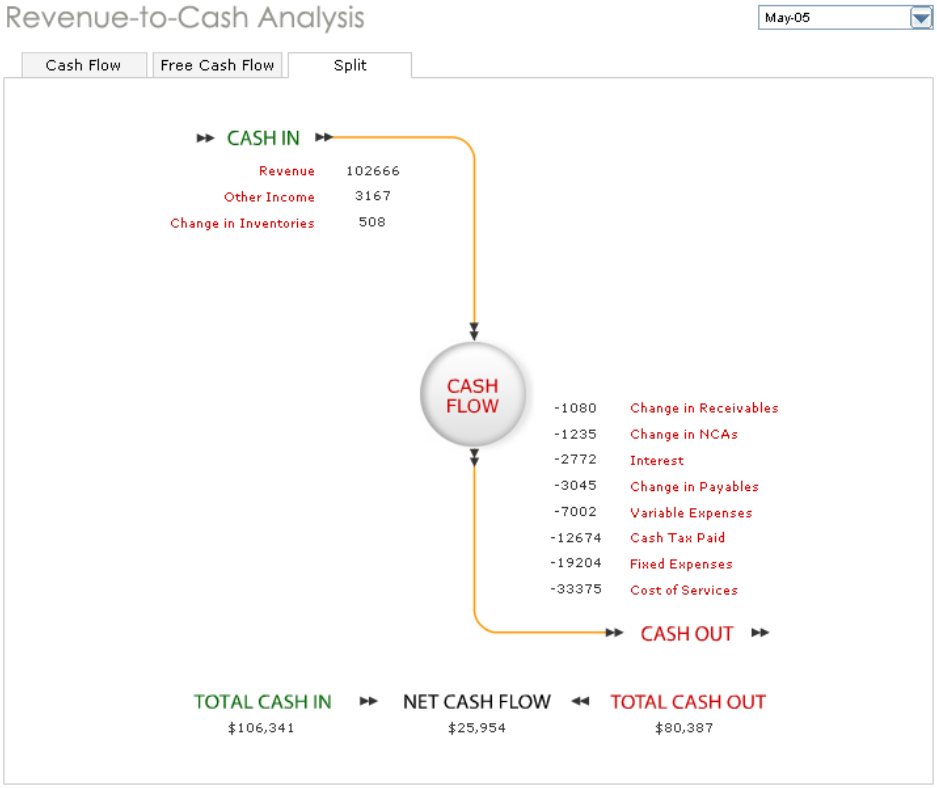
Cash Flow Analysis

Select 'Cash Flow Analysis' either by using the 'Quicklaunch menu' under business analysis tools or select the link from the toolkit main menu.

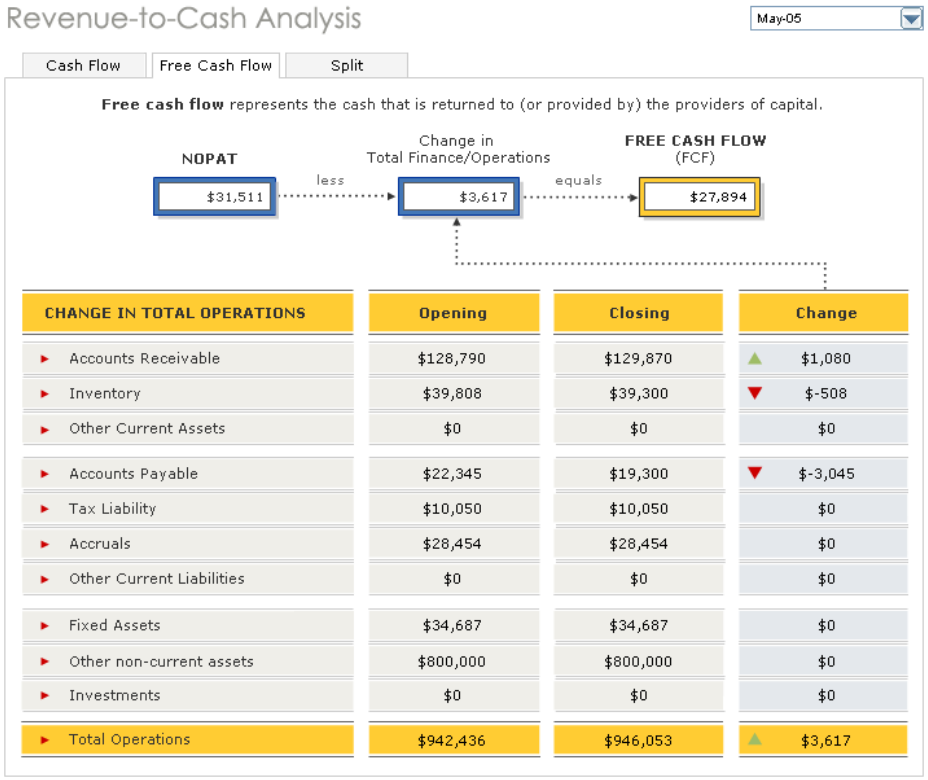
Tool Overview

Assess how the business has performed in managing inflows and outflows of cash. Examine operating and net cash flows. Also examine the Free Cash Flow generated by the business.

Click on the 'Split' tab to view the cash inflows and outflows pictorially



Click on the 'Free Cash Flow ' tab to view the Free Cash Flow calculation



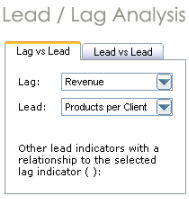
CHANGE IN TOTAL OPERATIONS	Opening	Closing	Change
Accounts Receivable	$128,790	$129,870	▲ $1,080
Inventory	$39,808	$39,300	▼ $-508
Other Current Assets	$0	$0	$0
Accounts Payable	$22,345	$19,300	▼ $-3,045
Tax Liability	$10,050	$10,050	$0
Accruals	$28,454	$28,454	$0
Other Current Liabilities	$0	$0	$0
Fixed Assets	$34,687	$34,687	$0
Other non-current assets	$800,000	$800,000	$0
Investments	$0	$0	$0
Total Operations	$942,436	$946,053	▲ $3,617

Lead and Lag Analysis

Select 'Lead Lag Analysis' either by using the 'Quicklaunch menu' under What-if Analysis or select the link from the toolkits menu.

Tool Overview

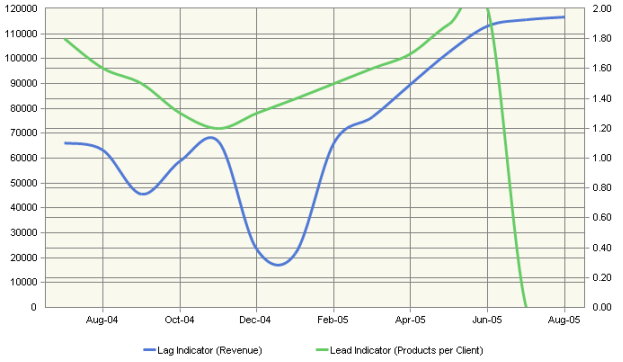
The lag (financial) indicator is tested for correlation with the lead (non-financial) indicator using data from prior periods. This analysis allows for the identification and assessment of the relationship between indicators across time.



Measure	Correlation	Impact
Coaching Sessions	0.21	insignificant
Bus Plan Review	0.17	insignificant
Staff Meetings	0.01	insignificant
Alliances Formed	0	insignificant
Appointments	0	insignificant
Prospecting Contacts	-0.02	insignificant
Interviews	-0.03	insignificant
New Interviews	-0.12	insignificant
Total Time/Client	-0.18	insignificant
New # of Sales	-0.22	insignificant
# Sales	-0.22	insignificant
Marketing Activities	-0.23	insignificant
Products per Client	**-0.31**	**insignificant**
# Clients per AR	-0.31	insignificant
Clients/Staff Member	-0.31	insignificant
New Clients	-0.31	insignificant
Client Exit	-0.31	insignificant
# SLAs per Client	-0.31	insignificant
Staff Perf. Reviews	-0.31	insignificant
Staff Satisfaction	-0.31	insignificant
Staff Training Days	-0.31	insignificant
Principal Training	-0.31	insignificant
New /Time/Interview	-0.31	insignificant
New- Appointments	-0.31	insignificant
New Prosp Contacts	-0.31	insignificant

* Omitted indicators have no impact on the selected lag indicator

The **lead indicator Products per Client** has **insignificant impact** (-0.31) on the **lag indicator Revenue**



The **lag indicator Revenue** is tested for correlation using data from prior periods for the **lead indicator Products per Client**. This analysis allows for the identification and assessment of the relationship between the indicators across time.

Period Shift	Correlation	Impact
Lag 0 period(s)	-0.31	insignificant
Lag 1 period(s)	0.01	insignificant
Lag 2 period(s)	0.7	medium impact
Lag 3 period(s)	0.45	low impact
Lag 4 period(s)	0.01	insignificant
Lag 5 period(s)	-0.52	low negative impact
Lag 6 period(s)	-0.79	medium negative impact

Lag refers to Financial Data
Lead refers to Non Financial Data

By selecting 'Lag vs Lead' users can correlate financial and non-financial measures, as in the example above.

By selecting 'Lead vs Lead' users can correlate different non-financial measures, ie number of sales with number of Staff Training days.

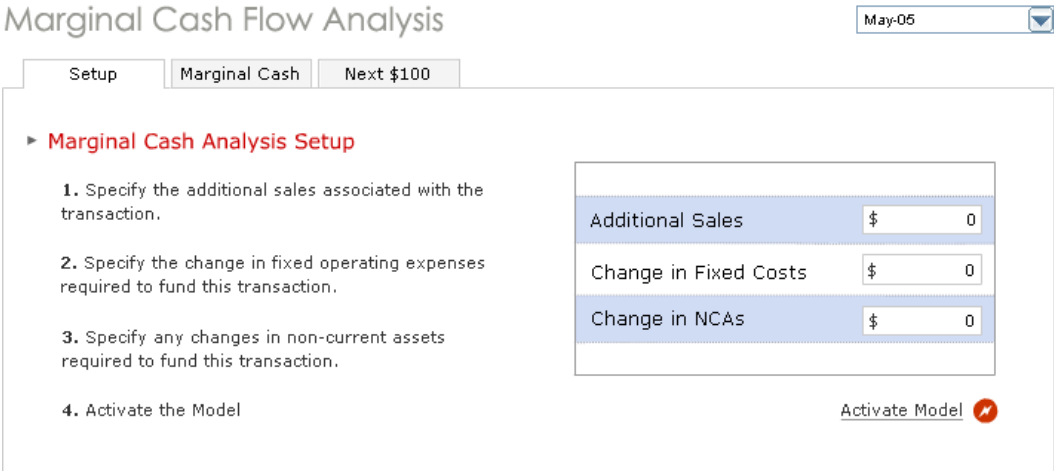
Marginal Cash Flow Analysis

Select 'Marginal Cash Analysis' either by using the 'Quicklaunch menu' under 'What-if Analysis tools' or by selecting 'Marginal Cash Flow' from the toolkit menu.

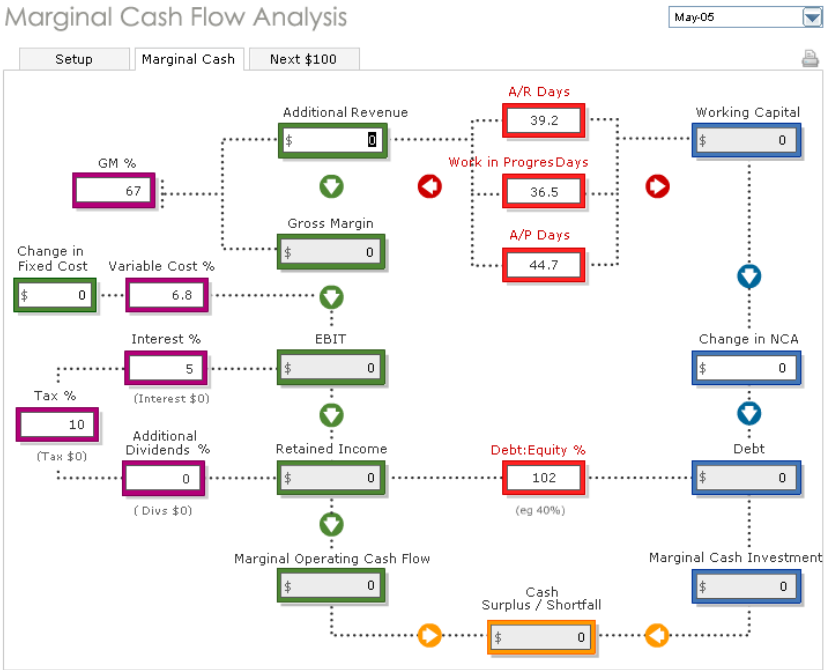
Tool Overview

Evaluate the marginal cash flow effects of additional sales. Assess how each additional dollar of sales will either generate a cash shortfall or cash surplus.

Step 1: Specify the additional sales ($) associated with the transaction.
Step 2: Specify the change in fixed operating expenses required to fund this transaction.
Step 3: Specify any changes in non-current assets required to fund this transaction.
Step 4: View and evaluate the marginal cash flow effect of additional sales using the 'Marginal Cash' tab


Marginal Cash Flow Analysis
May-05
Setup
Marginal Cash
Next $100
Marginal Cash Analysis Setup
1. Specify the additional sales associated with the transaction.
2. Specify the change in fixed operating expenses required to fund this transaction.
3. Specify any changes in non-current assets required to fund this transaction.
4. Activate the Model
Additional Sales $ 0
Change in Fixed Costs $ 0
Change in NCAs $ 0
Activate Model

All the fields are interactive so they can be changed to reflect the current conditions of the additional sale For example, the GM % drawn from the financial statements for that period, may not be reflective of the GM% for the additional sale. To change any field highlight the existing number and then type the new number.



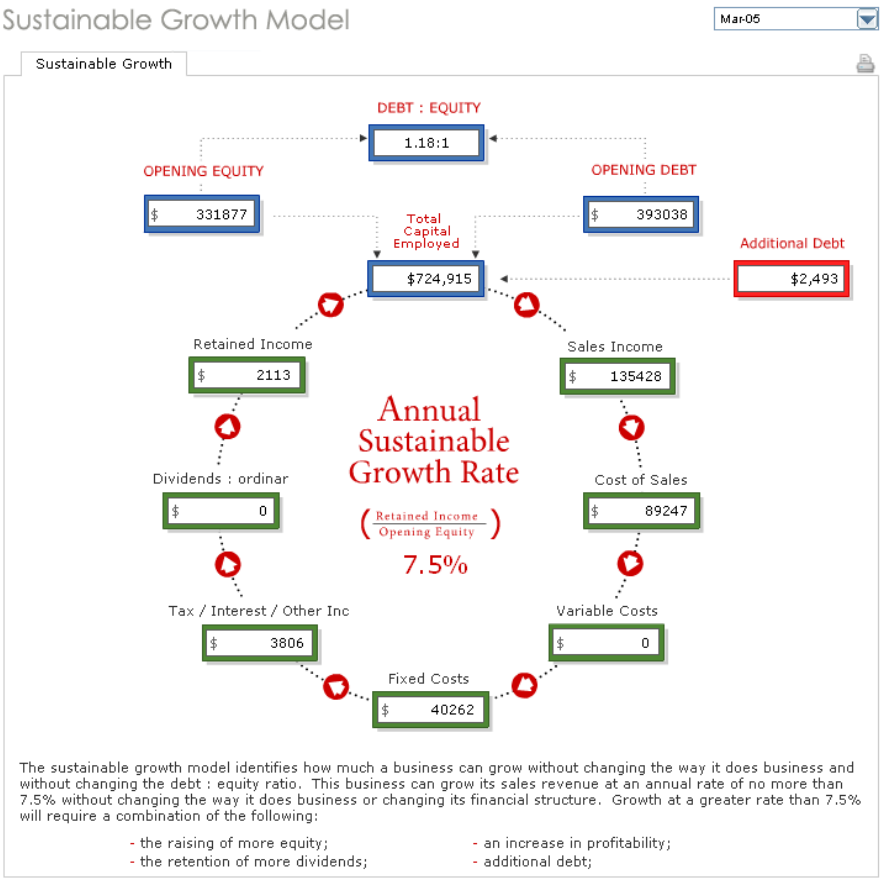
Note: modifications within this tool will not affect the source financials statements.
The 'Next $100' module examines the cash flow effects of the next $100 of Sales Volume.

Sustainable Growth

Select 'Sustainable Growth' either by using the 'Quicklaunch menu' under 'What-if Analysis tools' or by selecting 'Sustainable Growth' from the toolkit menu.

Tool Overview

The Sustainable Growth toolkit determines the amount of future growth a business can generate without changing the way it does business and without changing its debt to equity ratio.


Sustainable Growth Model
Mar-05
Sustainable Growth
DEBT : EQUITY
1.18:1
OPENING EQUITY
$ 331877
OPENING DEBT
$ 393038
Total Capital Employed
$724,915
Additional Debt
$2,493
Retained Income
$ 2113
Sales Income
$ 135428
Annual Sustainable Growth Rate
(Retained Income / Opening Equity)
7.5%
Dividends : ordinar
$ 0
Cost of Sales
$ 89247
Tax / Interest / Other Inc
$ 3806
Variable Costs
$ 0
Fixed Costs
$ 40262
The sustainable growth model identifies how much a business can grow without changing the way it does business and without changing the debt : equity ratio. This business can grow its sales revenue at an annual rate of no more than 7.5% without changing the way it does business or changing its financial structure. Growth at a greater rate than 7.5% will require a combination of the following:
- the raising of more equity;
- the retention of more dividends;
- an increase in profitability;
- additional debt;

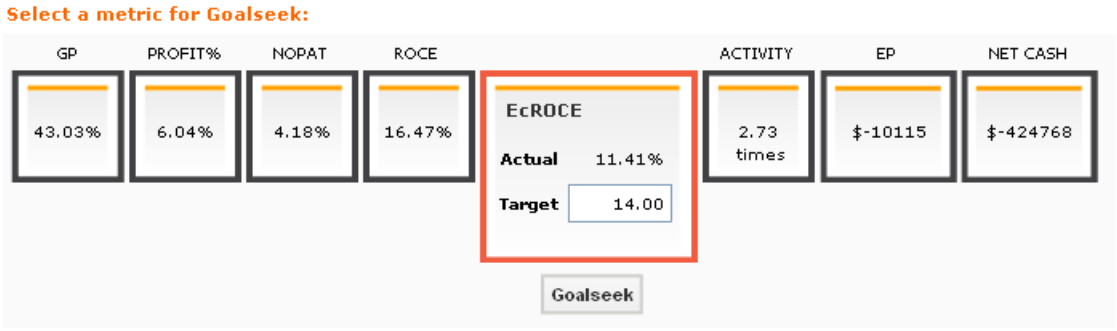
Using the above result as an example, this business can grow its revenue by no more than 7.5% in the period without impacting its financing structure. However additional debt of $2493 will be required to help fund the growth.

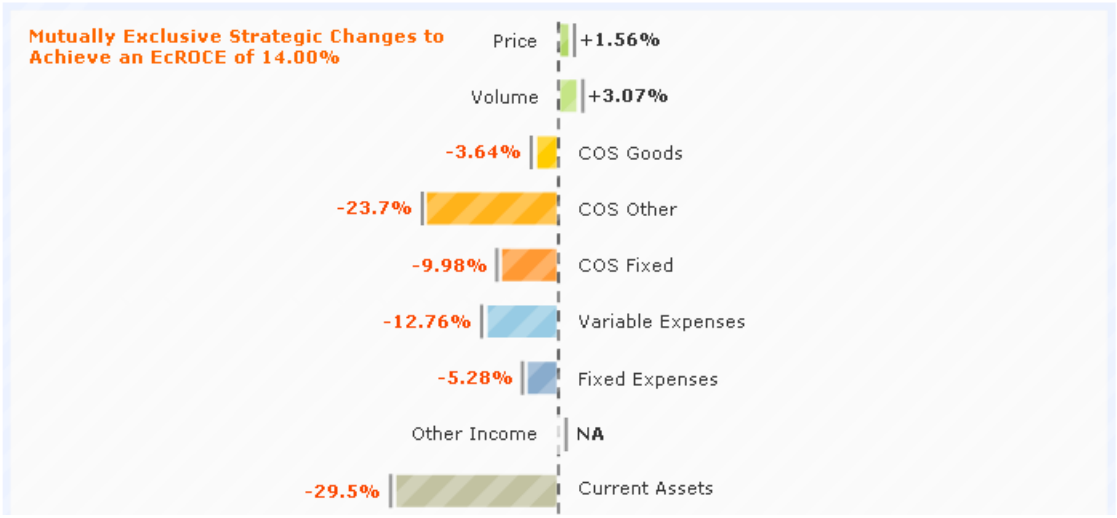
Goalseek

Select 'Goalseek' by either using the 'Quicklaunch menu' or the link from the toolkit menu.

Tool Overview

The Goalseek tool enables users to perform 'what-if' analysis. Simply, specify a 'desired target' and then view the changes to key business drivers required to reach the desired target.





For example, to achieve a 3% improvement in 'Return on Capital Employed' what changes are required to either of the following drivers: price, volume, cost of sales, variable expenses, fixed expenses, receivable days, inventory days, payable days? The goalseek tool helps answer the "How do we get there?" question.

The tool assists decision makers to formulate strategies to achieve business targets and avoid the default 'hit & miss' approach. In addition, the tool also assists management to understand & visualise the impact of key drivers on business performance.

Goalseek changes for 8 key ratios : Gross Profit %, Profitability %, NOPAT %, ROCE, EcROCE, Activity Ratio, Economic Profit and Netcash.

Tool Instructions

Select a period from the period selector menu → Select a ratio for Goalseek → Specify a desired result for the selected ratio (the default goalseek target is inherited from the financial scorecard) → Press the 'Goalseek' Button.

Note:

The change associated with each driver represents the mutually exclusive action required to achieve the desired target.

If 'NA' is displayed, rather than a change value, then no change to the respective driver will achieve the desired target.

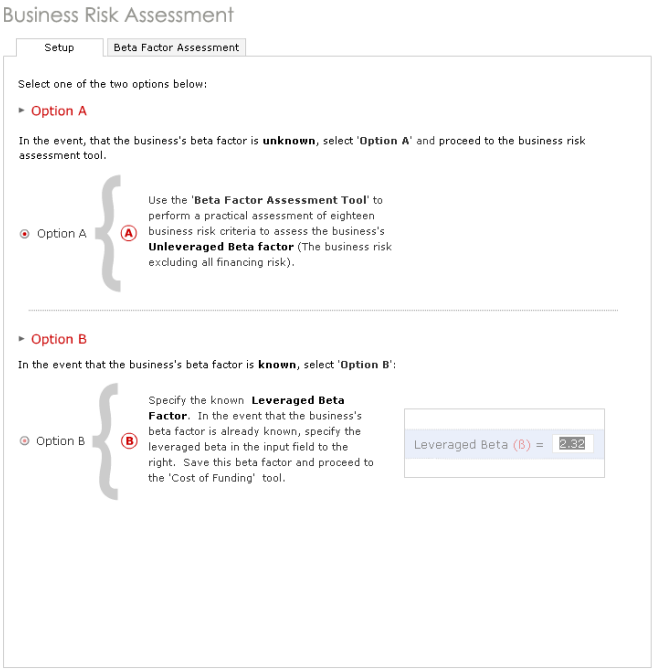
Business Risk Assessment (Beta Factor Assessment)

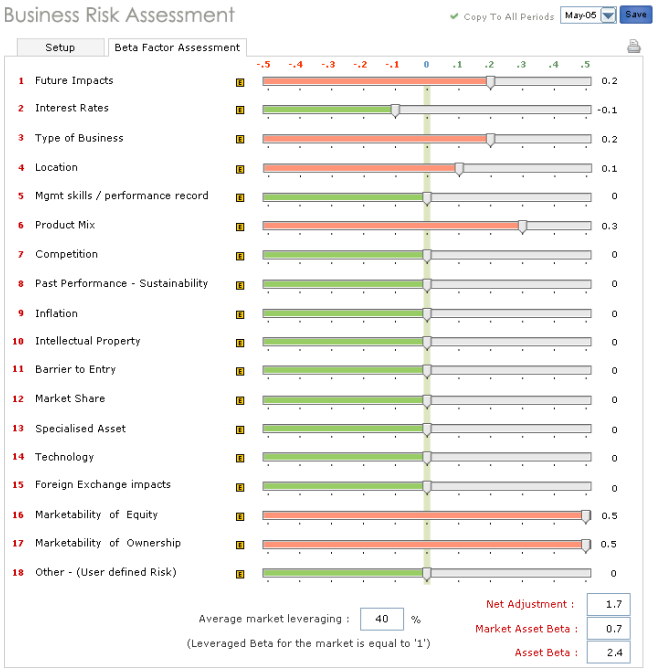
Select 'Business Risk Assessment' either by using the 'Quicklaunch menu' under Value Creation analysis or by selecting 'Risk Assessment' from the Toolkit menu.

Tool Overview

There are two options available within the software to set the business's beta factor:

- use the assessment tool to evaluate the business's beta factor (Option A);
- input the known leveraged beta factor for the business (Option B).


Business Risk Assessment
Setup
Beta Factor Assessment
Select one of the two options below:
Option A
In the event, that the business's beta factor is unknown, select 'Option A' and proceed to the business risk assessment tool.
Option A
A
Use the 'Beta Factor Assessment Tool' to perform a practical assessment of eighteen business risk criteria to assess the business's Unleveraged Beta factor (The business risk excluding all financing risk).
Option B
In the event that the business's beta factor is known, select 'Option B':
Option B
B
Specify the known Leveraged Beta Factor. In the event that the business's beta factor is already known, specify the leveraged beta in the input field to the right. Save this beta factor and proceed to the 'Cost of Funding' tool.
Leveraged Beta (β) = 2.32


Business Risk Assessment
Copy To All Periods
May-05
Save
Setup
Beta Factor Assessment
-.5 -.4 -.3 -.2 -.1 0 .1 .2 .3 .4 .5
1 Future Impacts 0.2
2 Interest Rates -0.1
3 Type of Business 0.2
4 Location 0.1
5 Mgmt skills / performance record 0
6 Product Mix 0.3
7 Competition 0
8 Past Performance - Sustainability 0
9 Inflation 0
10 Intellectual Property 0
11 Barrier to Entry 0
12 Market Share 0
13 Specialised Asset 0
14 Technology 0
15 Foreign Exchange impacts 0
16 Marketability of Equity 0.5
17 Marketability of Ownership 0.5
18 Other - (User defined Risk) 0
Average market leveraging : 40 %
(Leveraged Beta for the market is equal to '1')
Net Adjustment : 1.7
Market Asset Beta : 0.7
Asset Beta : 2.4

Option A Instructions

When a user is unsure of the appropriate beta factor select 'Option A' and use the Business Risk Assessment tool to estimate an appropriate risk factor.

It is important that the user completing this task has an intimate knowledge of the business, as a 'judgement call' on the extent to which the business risk criteria being considered affects the business relative to the affect that the criteria has on the market as a whole is required. The Beta Factor is then increased or decreased in order to reflect these judgements.

The adjustment for each parameter is made by clicking on the pointer which is set to a default position of zero and dragging it left or right to the desired adjustment position. Alternatively, just click at the desired adjustment position and the pointer will move to position.

Consider each of the eighteen risk criteria carefully and make an assessment for each. For a detailed explanation of each criterion simply click the 'E' explanation Icon located next to each criteria.

The net effect of the eighteen parameters is calculated to estimate the net adjustment to be made to the Beta Factor for the market as a whole. Because all the parameters relate to business risk, the adjustment must be made to the unleveraged (asset) Beta Factor for the market as a whole. In order to determine the unleveraged Beta Factor for the market as a whole, the user must enter the average leveraging for the market. Our research indicates that a standard average leveraging is 40%. To specify a different Beta Factor for each

period leave 'Copy to All Periods' unticked.
Ensure that 'Save' is pressed before exiting the screen. If you want the Beta to be applied to all periods within the model tick 'Copy to All Periods' prior to pressing 'Save'.

Option B Instructions

Option B will be more commonly used when dealing with listed companies where the leverage beta of the business is known or publicly available. It is also more practical and time-efficient to use this option for models where the beta factor for the business under analysis has been determined.

As discussed above, the default setting within the software for Business Risk Assessment is Option A. Please click on the tickbox to the left of Option B to activate this option. Then enter the leveraged beta into the input field.

Before exiting the screen press 'Save'. If you wish the leveraged beta factor to be applied across all periods in the model please tick 'Copy to All Periods' prior to pressing 'Save'.

Please be aware that the beta calculated in Option A is an unleveraged beta factor compared to a leveraged beta factor in Option B. This difference is accounted for in the calculation of the weighted average cost of capital (WACC) which is set in the 'Cost of Capital' tool.

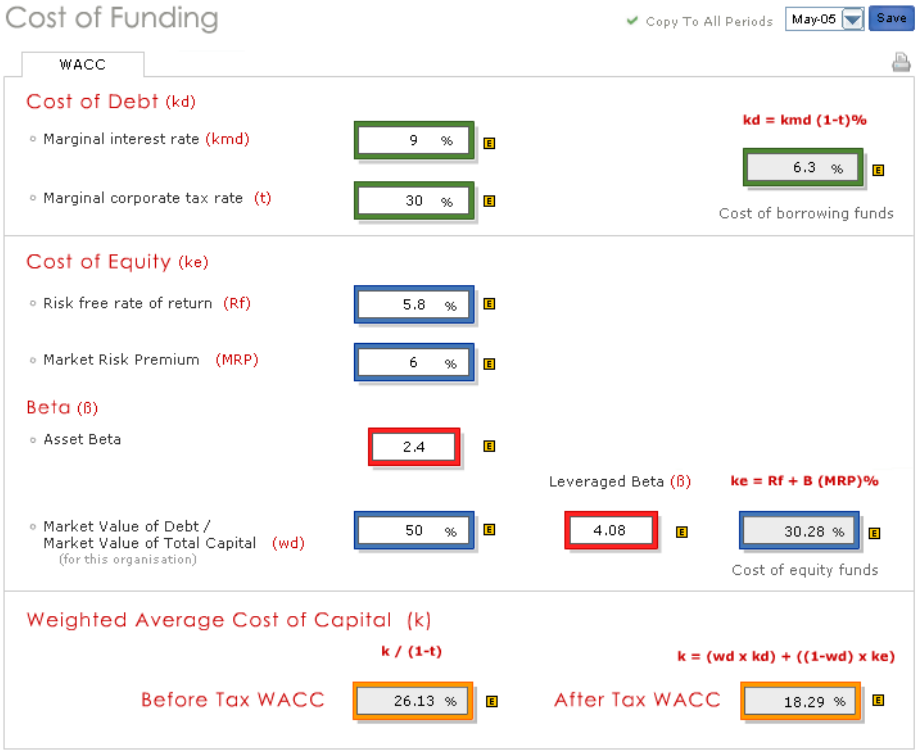
Cost of Capital (WACC)

Select 'Cost of Capital' either by using the 'Quicklaunch menu' under 'Value Creation Analysis' or by select 'Cost of Capital' from the toolkit menu.

Tool Overview

The Cost of Capital tool assists with the calculation of a business's Weighted Average Cost of Capital (WACC). The calculator uses the Capital Asset Pricing Model (CAPM) to estimate the cost of equity capital.

By default the Asset Beta and Leveraged Beta data is sourced from the Risk Assessment tool.



To enter in a number simply highlight the text in the field that needs changing and type the appropriate number. It is possible to tab between each field. Click on the 'E' icon for an explanation of what is required in each field.

To save the data for the one period only ensure 'Copy to all Periods' is unselected and press 'Save'. To apply the WACC across all periods in the model please ensure that the 'Copy to All Periods' box is ticked and then press 'Save'.

Please note that if the beta factor is not copied to all periods or created in all periods than the WACC will not be the same in all periods.

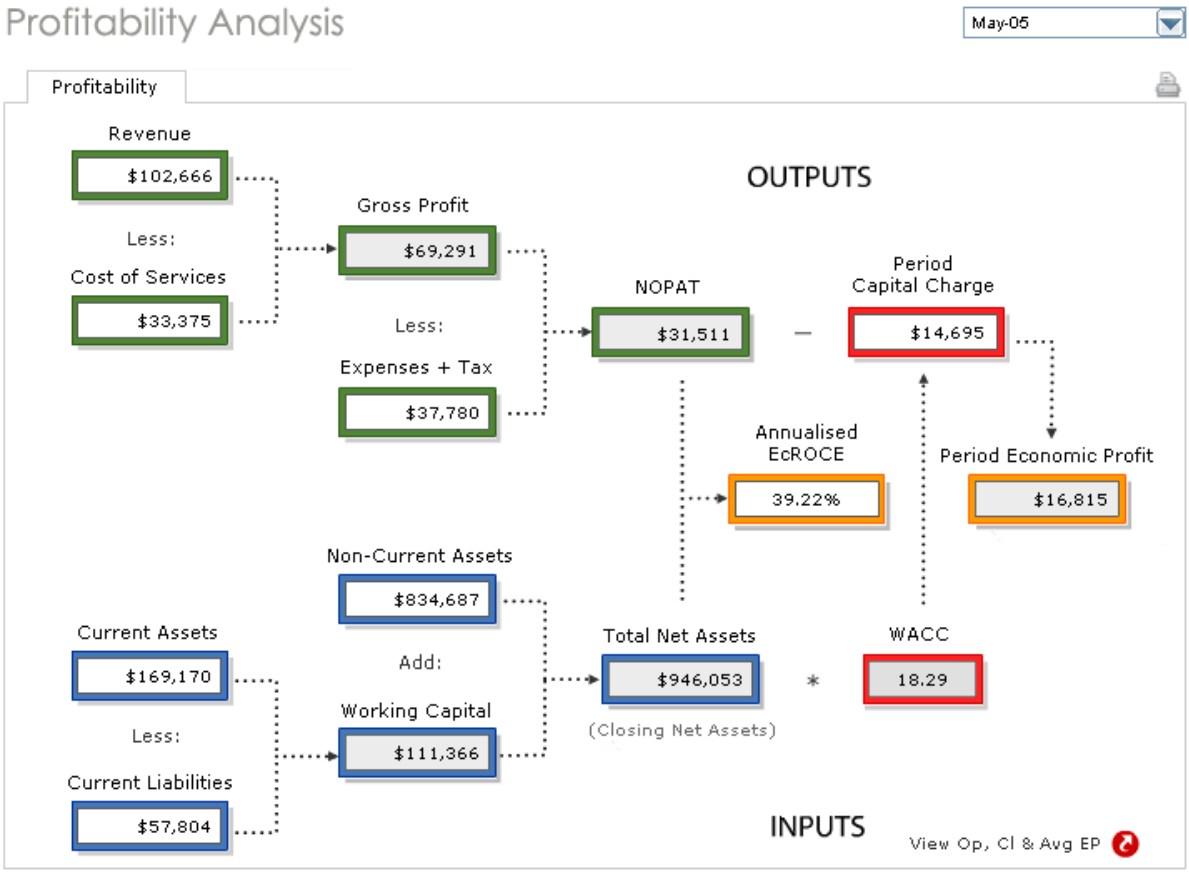
Note: The cost of capital tool is used to underpin the calculations in the economic profitability tool. To calculate an accurate 'economic profit', care needs to be taken when calculating the beta factor and when completing the cost of capital tool.

Economic Profitability Analysis (EP)

Select 'Economic Profitability' either by using the 'Quicklaunch Menu' under 'Value Creation analysis' or select 'Economic Profitability' from the toolkit menu.

Tool Overview
Evaluate the Economic Profit of the business by assessing the extent to which the returns on cash inputs, which have been committed to the creation of outputs, exceed the cost of those inputs.

Using the below profitability analysis as an example:



An investor has $946,053 invested in a company (input). From these assets a NOPAT of $31.511 was available to be returned to the investor (output). A positive NOPAT is not bad but the investor expects a return on the capital employed of 18.29% to compensate for the risk that they are exposed to. The period capital charge is the return that should have been generated. As the NOPAT (output) is greater than the period charge (return on inputs) the period economic profit is positive and therefore value has not been destroyed.

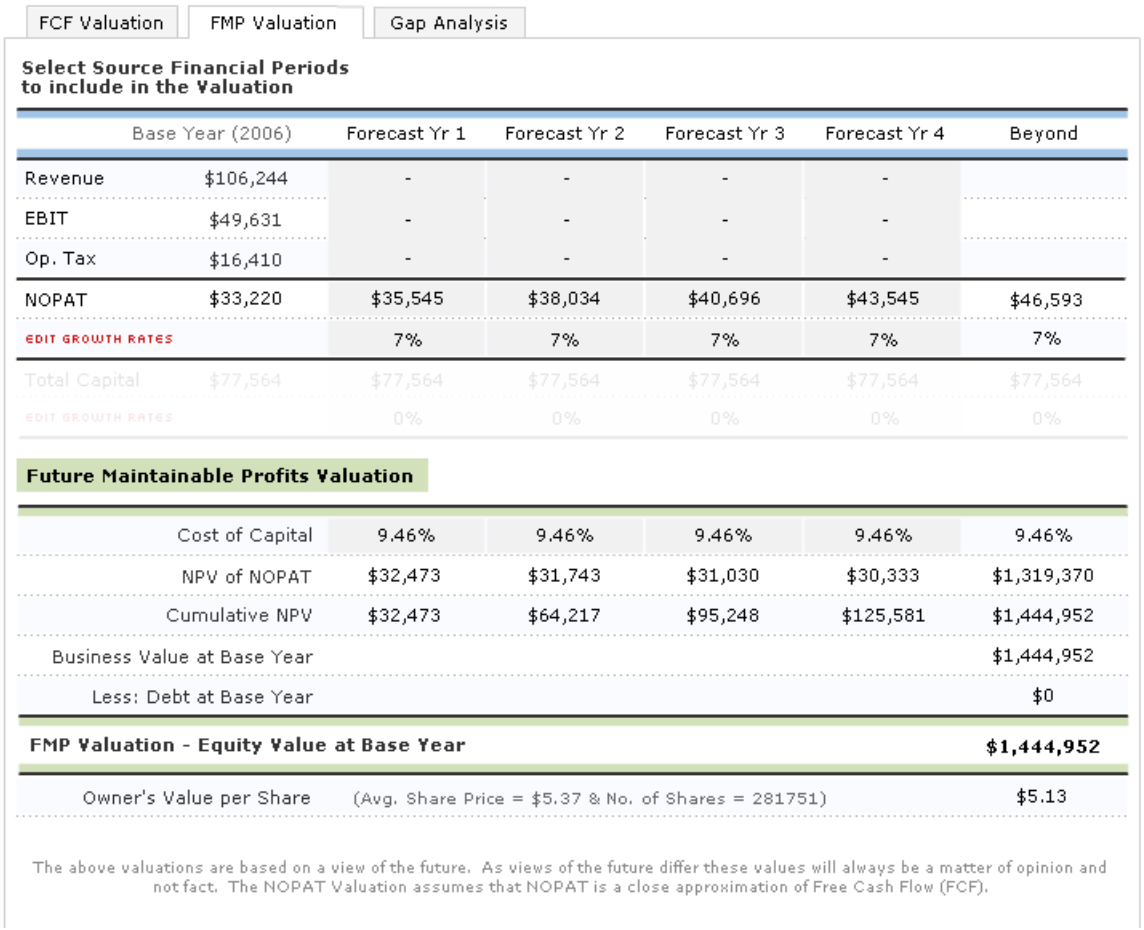
It is important to note that the WACC must be first defined within the model for this analysis to be meaningful.

Business Valuation

Select 'Business Valuation' either by using the 'Quicklaunch menu' under 'Value Creation analysis' or select 'Business Valuation' from the toolkit menu.

Tool Overview

Assess the value of the business by calculating a Free Cash Flow Valuation (FCF) or a Future Maintainable Profits (FMP) Valuation.



FCF Valuation | FMP Valuation | Gap Analysis

Select Source Financial Periods to include in the Valuation

	Base Year (2006)	Forecast Yr 1	Forecast Yr 2	Forecast Yr 3	Forecast Yr 4	Beyond
Revenue	$106,244	-	-	-	-	
EBIT	$49,631	-	-	-	-	
Op. Tax	$16,410	-	-	-	-	
NOPAT	$33,220	$35,545	$38,034	$40,696	$43,545	$46,593
EDIT GROWTH RATES		7%	7%	7%	7%	7%
Total Capital	$77,564	$77,564	$77,564	$77,564	$77,564	$77,564
EDIT GROWTH RATES		0%	0%	0%	0%	0%

Future Maintainable Profits Valuation

Cost of Capital	9.46%	9.46%	9.46%	9.46%	9.46%
NPV of NOPAT	$32,473	$31,743	$31,030	$30,333	$1,319,370
Cumulative NPV	$32,473	$64,217	$95,248	$125,581	$1,444,952
Business Value at Base Year					$1,444,952
Less: Debt at Base Year					$0
FMP Valuation - Equity Value at Base Year					**$1,444,952**
Owner's Value per Share	(Avg. Share Price = $5.37 & No. of Shares = 281751)				$5.13

The above valuations are based on a view of the future. As views of the future differ these values will always be a matter of opinion and not fact. The NOPAT Valuation assumes that NOPAT is a close approximation of Free Cash Flow (FCF).

For a Discounted Free Cash Flow Valuation:

Step 1: Use the period selector to select the base year at which to value the business.
Step 2: Select which periods of forecast financial data to include in the valuation. For example, if the base period for the valuation was 2006; and you wish to include 3 additional forecast periods 2007, 2008 and 2009; the tick box above each period name will include the forecast data in the valuation calculation. If forecast data is not specified (the tick box unchecked) then a custom growth rate for NOPAT and Total Capital may be specified for the period.
Step 3: Specify growth rates for NOPAT and Total Capital as necessary. **NB** the growth rate specified for Total Capital for the "beyond" period is used to adjust the capital for the first year of the beyond period. The growth rate specified for NOPAT is used to calculate the NOPAT for the first year of the "beyond" period and the constant growth rate to perpetuity.
Step 4: Review the valuation.

Note: the cost of capital (WACC) used in the valuation tool is sourced from the 'Cost of Capital' tool.

For a Capitalisation of Future Maintainable Profits Valuation:

Step 1: Use the period selector to select the base year at which to value the business.
Step 2: Select which periods of forecast financial data to include in the valuation. For example, if the base period for the valuation was 2006; and you wish to include 3 additional forecast periods 2007, 2008 and 2009; the tick box above each period name will include the forecast data in the valuation calculation. If forecast data is not specified (the tick box unchecked) then a custom growth rate for NOPAT may be specified for the period.
Step 3: Specify growth rates for NOPAT as necessary. **NB** the growth rate specified for NOPAT is used to calculate the NOPAT for the first year of the "beyond" period and the constant growth rate to perpetuity.
Step 4: Review the valuation.

Note: the cost of capital (WACC) used in the valuation tool is sourced from the 'Cost of Capital' tool.

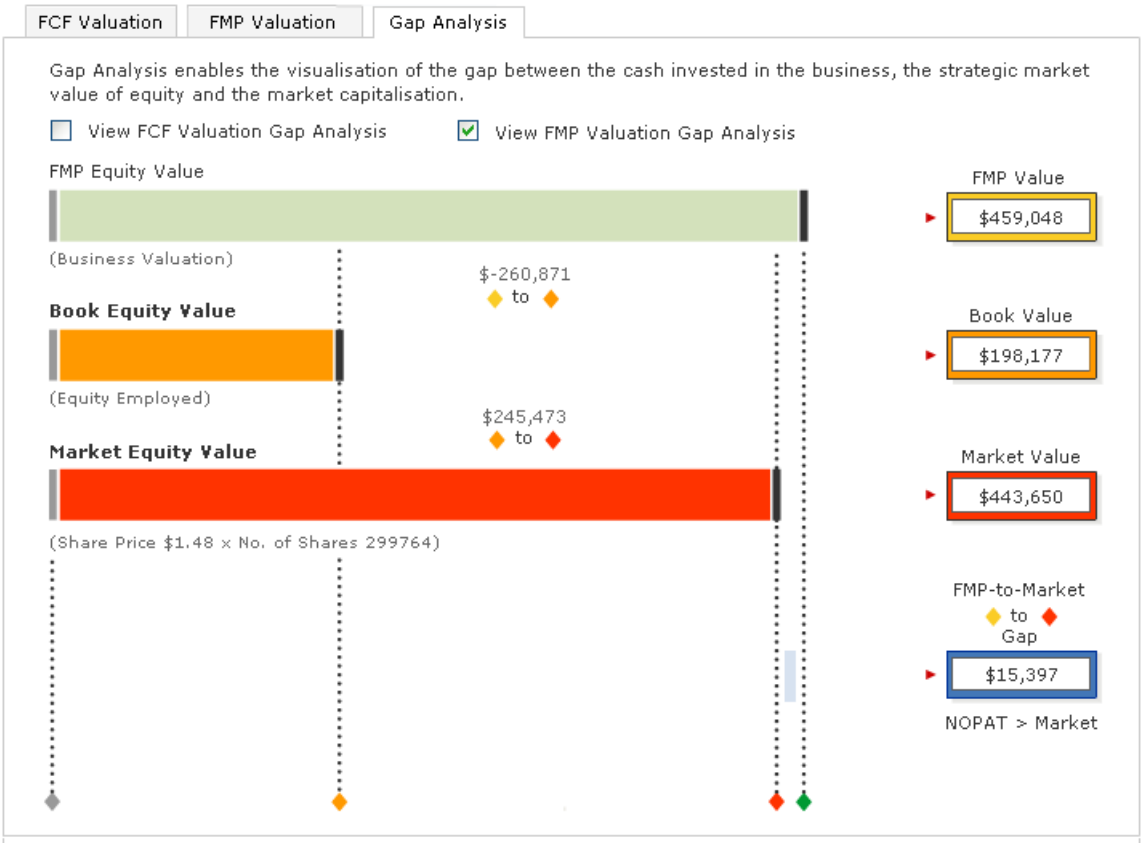
NB the NOPAT valuation will generally not match the FCF valuation. The reason for this is that the NOPAT method, aiming at simplicity, assumes that NOPAT is a close approximation of Free Cash Flow. The forecasts included in the FCF valuation may show that this is not a valid assumption for the model.

Gap Analysis

Gap Analysis compares the FCF/FMP Value, the Book Value and Market Value (which in the case of an unlisted company may be an estimated or desired value) perceptions and visually highlights the differences between each perception.

Gap Analysis can determine if a company is "over" or "under" valued. If a company's FCF/FMP value exceeds its market value, the company is said to be under valued.

The FCF/FMP Value is derived from the business valuation tool.

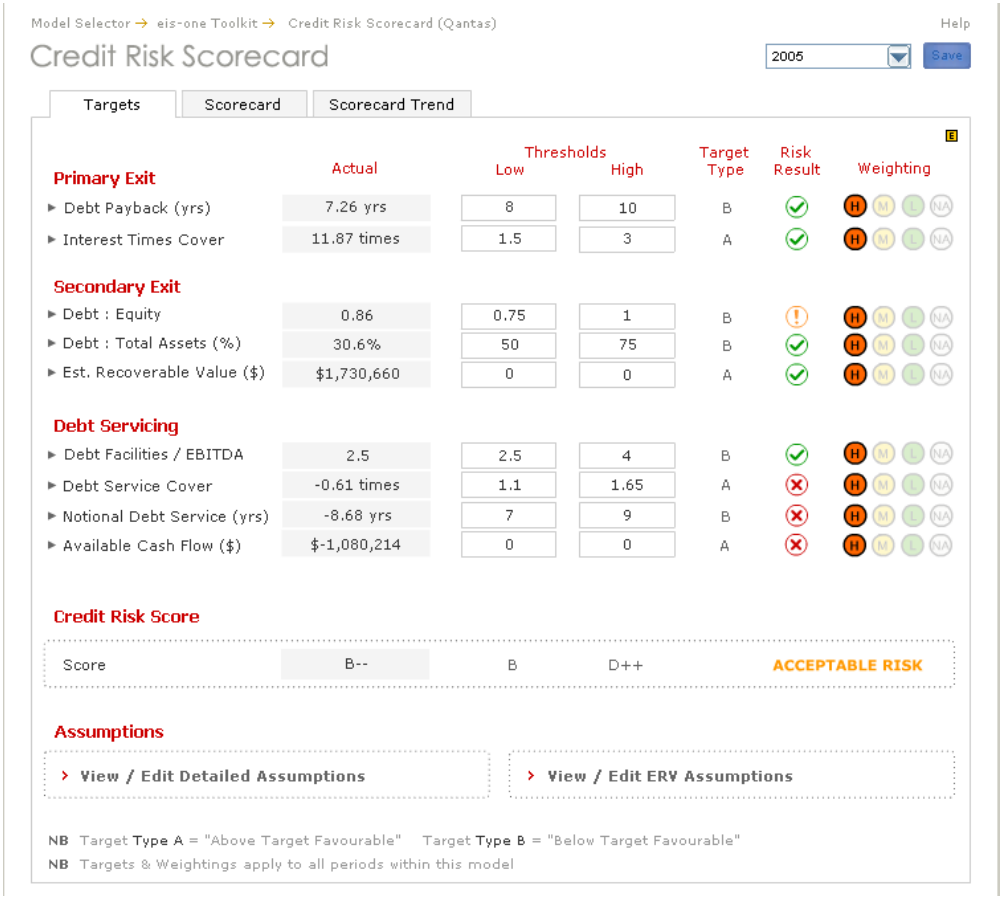


Credit Risk Scorecard

Select 'Credit Risk Scorecard' using the 'Quicklaunch menu' under credit risk tools or the select 'Credit Risk Scorecard' from the toolkit menu.

Tool Overview

The Credit Risk Scorecard tool assists with the visualisation of a lenders assessment of the business's credit risk. Users are able to set various requirements through the target module as well as weight these respective targets. Assumptions pertaining to these targets can also be edited through the advanced options thus providing a more accurate scorecard for the model.


Model Selector → eis-one Toolkit → Credit Risk Scorecard (Qantas)
Help
Credit Risk Scorecard
2005
Save
Targets
Scorecard
Scorecard Trend
Primary Exit
Actual
Thresholds Low
Thresholds High
Target Type
Risk Result
Weighting
Debt Payback (yrs) 7.26 yrs 8 10 B
Interest Times Cover 11.87 times 1.5 3 A
Secondary Exit
Debt : Equity 0.86 0.75 1 B
Debt : Total Assets (%) 30.6% 50 75 B
Est. Recoverable Value ($) $1,730,660 0 0 A
Debt Servicing
Debt Facilities / EBITDA 2.5 2.5 4 B
Debt Service Cover -0.61 times 1.1 1.65 A
Notional Debt Service (yrs) -8.68 yrs 7 9 B
Available Cash Flow ($) $-1,080,214 0 0 A
Credit Risk Score
Score B-- B D++ ACCEPTABLE RISK
Assumptions
View / Edit Detailed Assumptions
View / Edit ERV Assumptions
NB Target Type A = "Above Target Favourable" Target Type B = "Below Target Favourable"
NB Targets & Weightings apply to all periods within this model

Targets

There are three sections in the credit risk scorecard; Primary Exit, Secondary Exit and Debt servicing. Targets for the respective sections are referred to as thresholds within the Credit Risk Scorecard tool. Users can set a low and high threshold. Low and high thresholds depend on the Target Type; above a Type A target is favourable, and below a Type B target is favourable. Weightings remain the same as other scorecards; 'H' denotes High importance and 'L' denotes low importance, while 'NA' denotes a metric that is not applicable.

Risk Results

High Risk

Acceptable

Low Risk

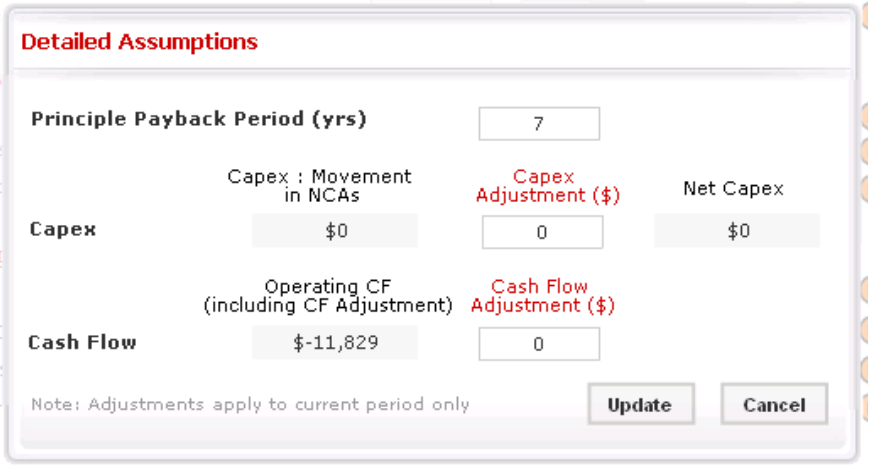
Credit Risk Score

A credit risk score based on the ratio results and the defined threshold targets for each ratio is calculated.

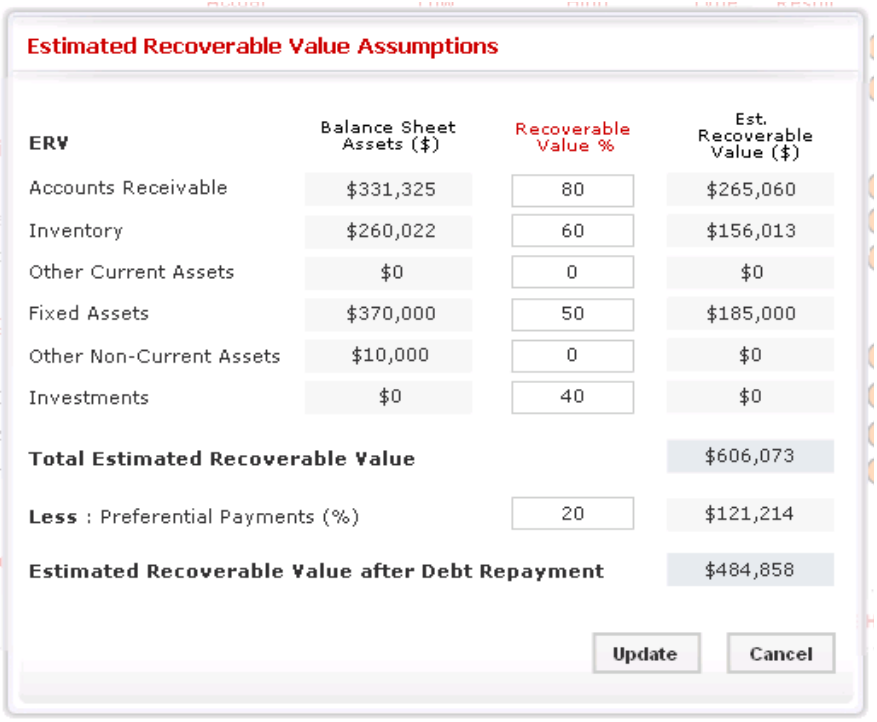
Assumptions

A user has the ability to alter the assumptions relevant to the credit score calculations. There are two assumption sections: the Detailed Assumptions section and ERV Assumptions section.

The detailed assumptions tab allows a user to change the relevant payback period, which is set to a default of 7 years, the capex (capital expenditure) movement in non current assets as well as adjustments to net cash flow by entering the alterations in the spaces provided. When all alterations are complete, select update.

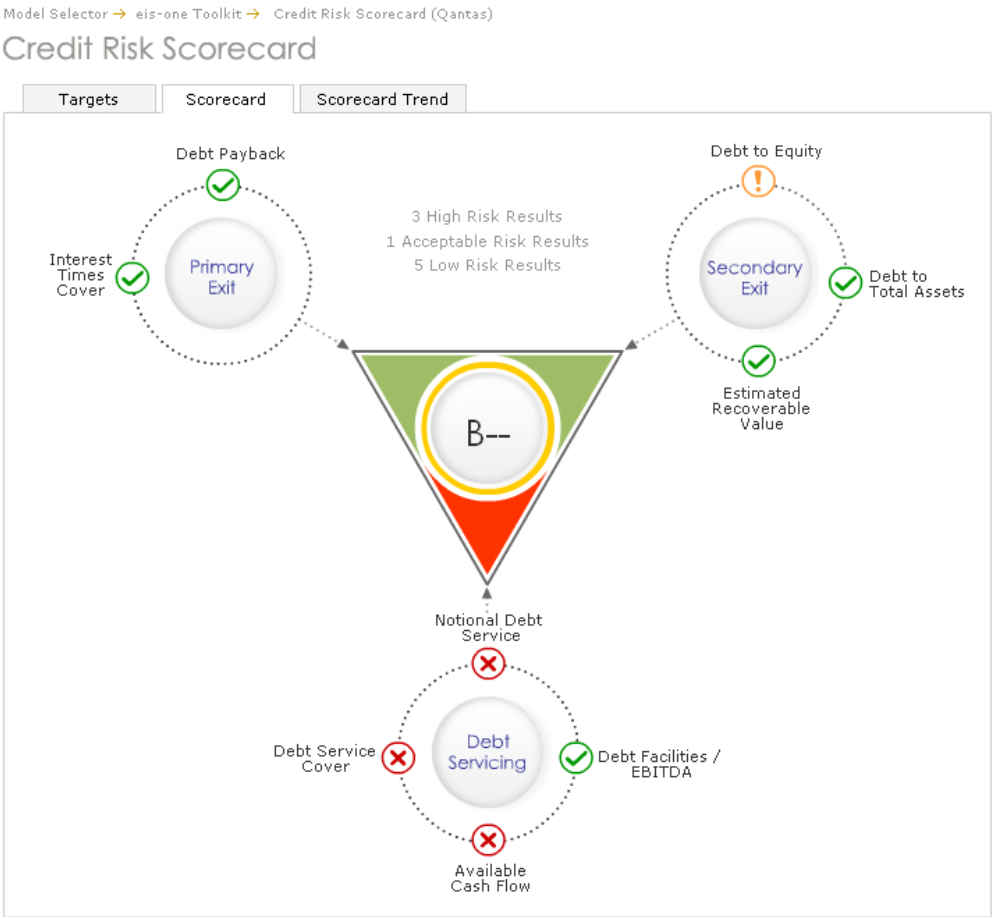


The ERV assumptions module allows users to alter the Estimated Recoverable amounts (ERV) of assets. Users can enter the recoverable percentage of assets and percentage for preferential payments to determine the ERV after debt repayments. Select update to save changes.



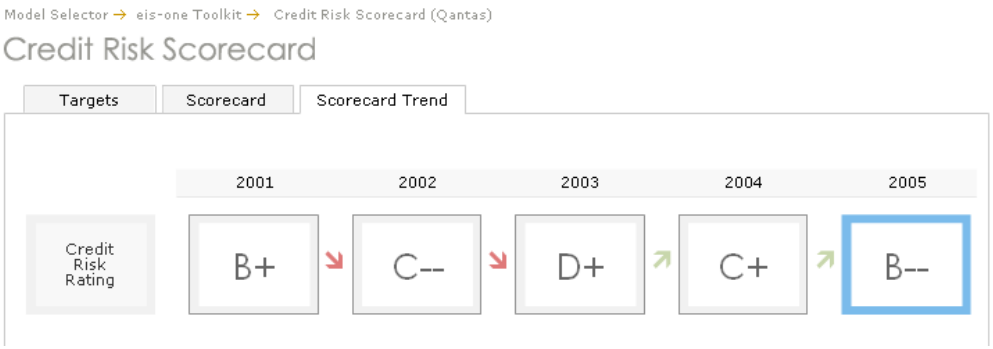
Scorecard

To view the resultant Credit Risk Scorecard select the 'Scorecard' tab.



Scorecard Trend

To view the resultant scorecard trend select the 'Scorecard Trend' tab.

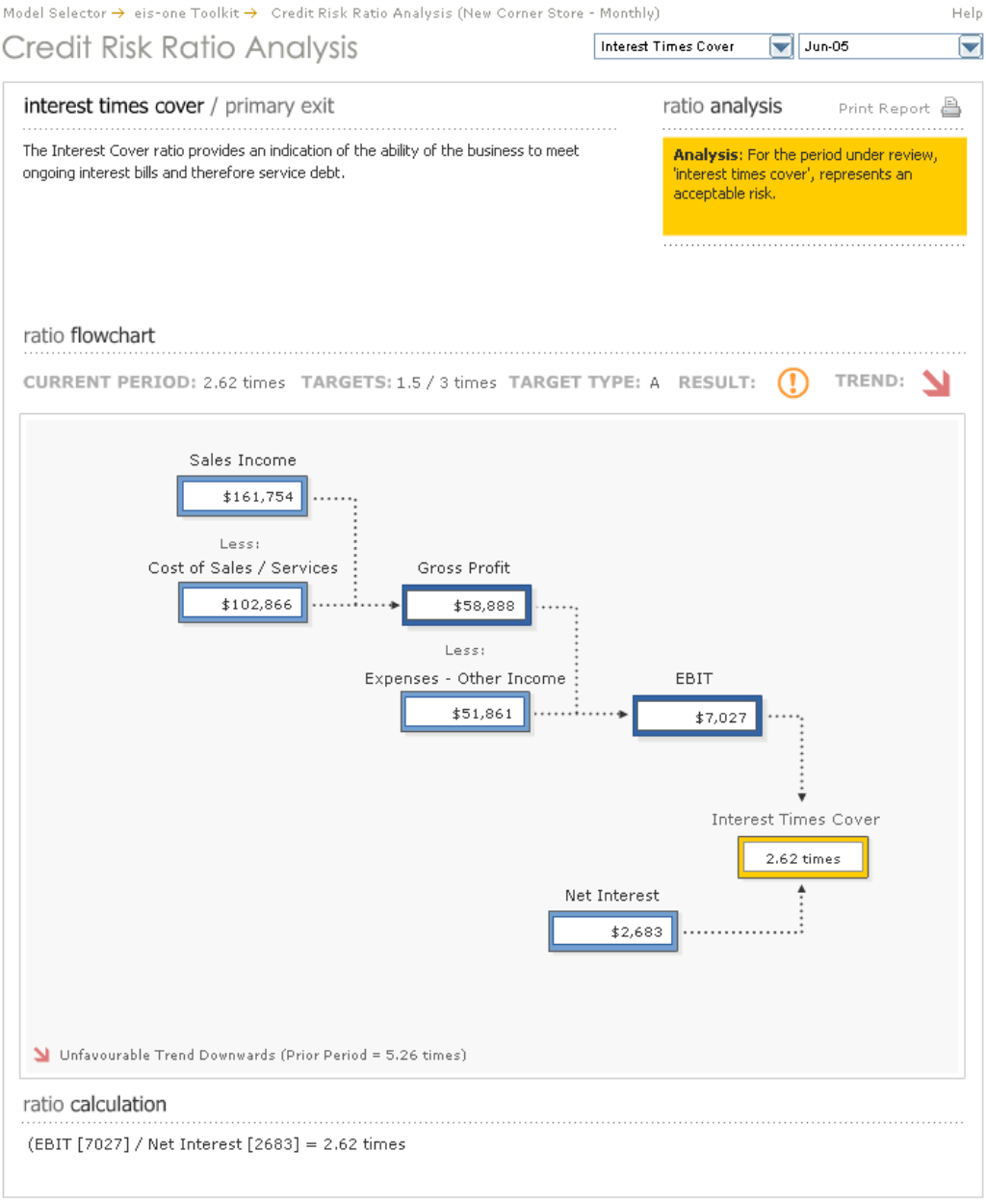


Credit Risk Ratio Analysis

Select 'Credit Risk Analysis' using the 'Quicklaunch menu' under credit risk tools or the link from the toolkit menu.

Tool Overview

Credit Risk Ratio Analysis allows users to understand and monitor performance measures which affect the business's credit risk.


Model Selector → eis-one Toolkit → Credit Risk Ratio Analysis (New Corner Store - Monthly)
Help
Credit Risk Ratio Analysis
Interest Times Cover
Jun-05
interest times cover / primary exit
The Interest Cover ratio provides an indication of the ability of the business to meet ongoing interest bills and therefore service debt.
ratio analysis
Print Report
Analysis: For the period under review, 'interest times cover', represents an acceptable risk.
ratio flowchart
CURRENT PERIOD: 2.62 times TARGETS: 1.5 / 3 times TARGET TYPE: A RESULT: TREND:
Sales Income
$161,754
Less:
Cost of Sales / Services
$102,866
Gross Profit
$58,888
Less:
Expenses - Other Income
$51,861
EBIT
$7,027
Interest Times Cover
2.62 times
Net Interest
$2,683
Unfavourable Trend Downwards (Prior Period = 5.26 times)
ratio calculation
(EBIT [7027] / Net Interest [2683] = 2.62 times

The drop down menus at the top right of the screen allow a user to select a credit risk ratio and period respectively. Each ratio includes a definition, flowchart and detailed calculation. The ratio analysis section at the top right hand corner provides a colour coded summary analysis of each ratio's performance during the period. Red denotes an unacceptable risk, yellow an acceptable risk and white a low risk.

Compare Models

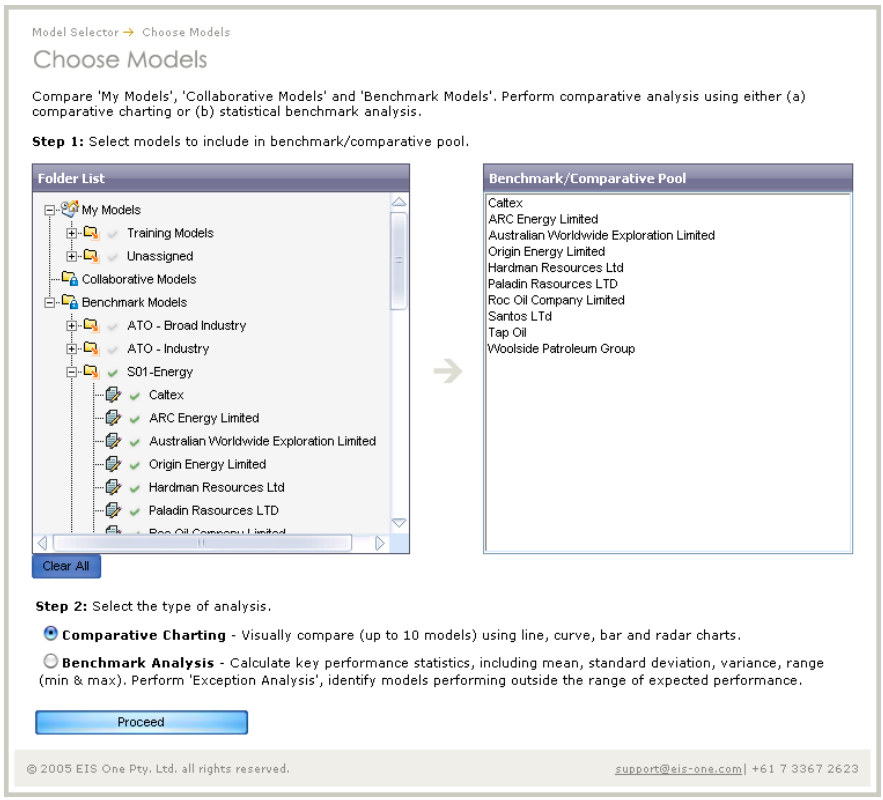
Overview

The benchmark & comparative analysis tools enable the analysis of models against other models within the analysis-one application.

Choosing Models

All models available for comparison appear in the Folder list view. Clicking the + sign adjacent to each folder allows the user to view individual models within that folder.

To include all models within a folder simply select the tickbox adjacent to the folder. To include individual


Model Selector → Choose Models
Choose Models
Compare 'My Models', 'Collaborative Models' and 'Benchmark Models'. Perform comparative analysis using either (a) comparative charting or (b) statistical benchmark analysis.
Step 1: Select models to include in benchmark/comparative pool.
Folder List
My Models
Training Models
Unassigned
Collaborative Models
Benchmark Models
ATO - Broad Industry
ATO - Industry
S01-Energy
Caltex
ARC Energy Limited
Australian Worldwide Exploration Limited
Origin Energy Limited
Hardman Resources Ltd
Paladin Rasources LTD
Clear All
Benchmark/Comparative Pool
Caltex
ARC Energy Limited
Australian Worldwide Exploration Limited
Origin Energy Limited
Hardman Resources Ltd
Paladin Rasources LTD
Roc Oil Company Limited
Santos LTd
Tap Oil
Woolside Patroleum Group
Step 2: Select the type of analysis.
Comparative Charting - Visually compare (up to 10 models) using line, curve, bar and radar charts.
Benchmark Analysis - Calculate key performance statistics, including mean, standard deviation, variance, range (min & max). Perform 'Exception Analysis', identify models performing outside the range of expected performance.
Proceed
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support@eis-one.com| +61 7 3367 2623

models select the tickbox adjacent to each relevant model.

The selected models will appear in the Benchmark/Comparative Pool.

The 'Clear' button removes ALL models from the comparative pool. Alternatively to remove individual models untick them from the Folder List.

Analysis

Select either 'Benchmark Analysis' or 'Comparative Charting', and then select proceed. Note: Comparative Charting is limited to a maximum of 10 models.

Benchmark Analysis

This is a statistical analysis & charting tool that allows users to compare data from any number of models. The Benchmark Analysis calculates the mean, standard deviation, variance and range for selected metrics.

Step 1. Select the period for benchmark diagnostics.

Step 2. Select metrics and ratios for the diagnostics.

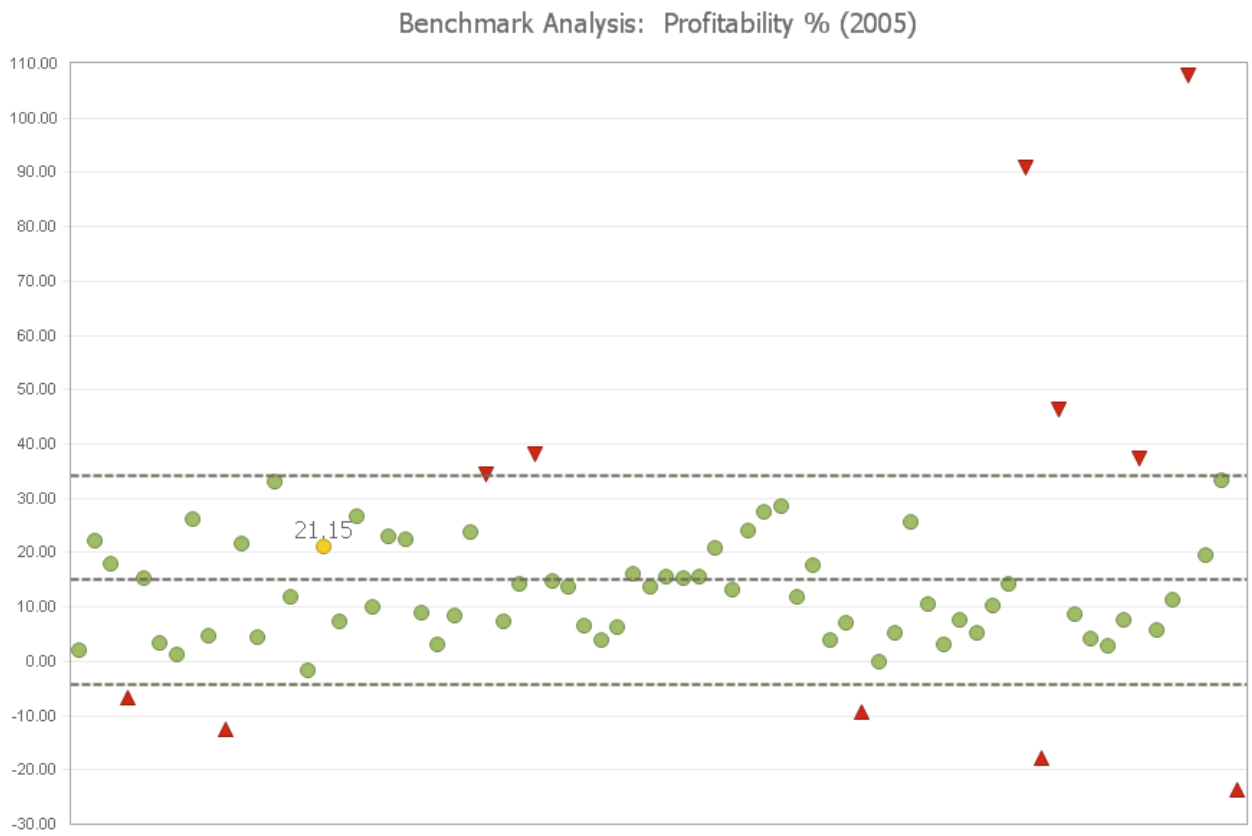
Step 3. Select Generate Diagnostics.

Note: Users may elect to 'drill down' by excluding models which fall outside the range of '1', '2' or '3' standard deviations.

Tip: Place the mouse cursor over a specific point on the scatter plot to identify individual models & results.

The resultant analysis examines the mean, standard deviation and range for the population of each metric selected. Users are able to easily identify models with results which fall outside the range of 1 standard deviation ("outside the tramlines"). This form of exception reporting identifies models which are either outstanding or poor performing models. A list of models which fall outside the normal expected range are highlighted below the scatter chart.

Tip: To highlight a specific model in the scatter chart, click on the respective flag icon from the list of models below the chart.

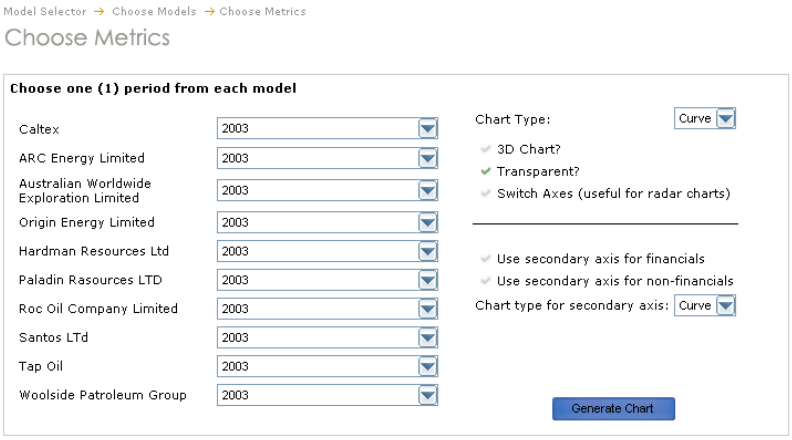


Comparative Charting

This is a charting module that allows a user to compare financial & non financial data in up to ten (10) models.

Step 1. For each model select a period for comparative analysis.
Step 2. Select a suitable primary chart.

Chart Types

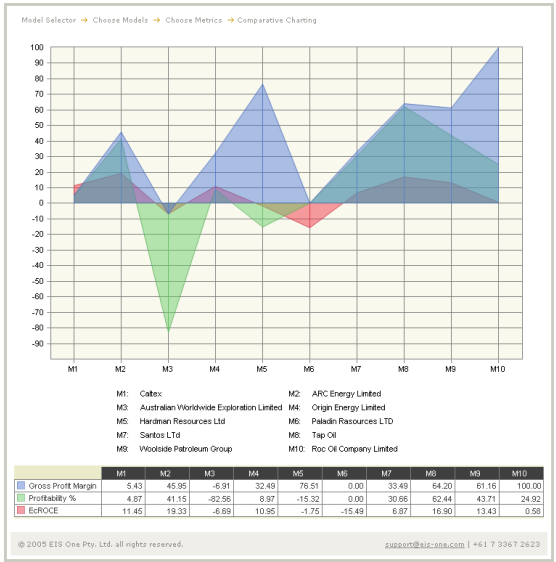

Model Selector → Choose Models → Choose Metrics
Choose Metrics
Choose one (1) period from each model
Caltex 2003
ARC Energy Limited 2003
Australian Worldwide Exploration Limited 2003
Origin Energy Limited 2003
Hardman Resources Ltd 2003
Paladin Rasources LTD 2003
Roc Oil Company Limited 2003
Santos LTd 2003
Tap Oil 2003
Woolside Patroleum Group 2003
Chart Type: Curve
3D Chart?
Transparent?
Switch Axes (useful for radar charts)
Use secondary axis for financials
Use secondary axis for non-financials
Chart type for secondary axis: Curve
Generate Chart

Charting Options

'3D Chart' – Selecting this will make standard linear charts 3D.

'Transparent' – If this is unselected the 'larger' data items generally 'over shadow' the smaller data items By

AREA CHART


Model Selector → Choose Models → Choose Metrics → Comparative Charting
M1: Caltex
M2: ARC Energy Limited
M3: Australian Worldwide Exploration Limited
M4: Origin Energy Limited
M5: Hardman Resources Ltd
M6: Paladin Rasources LTD
M7: Santos LTd
M8: Tap Oil
M9: Woolside Patroleum Group
M10: Roc Oil Company Limited
Gross Profit Margin 5.43 45.95 -6.91 32.49 76.51 0.00 33.49 64.20 61.16 100.00
Profitability % 4.87 41.15 -82.56 8.97 -15.32 0.00 30.66 62.44 43.71 24.92
EcROCE 11.45 19.33 -6.69 10.95 -1.75 -15.49 6.87 16.90 13.43 0.58
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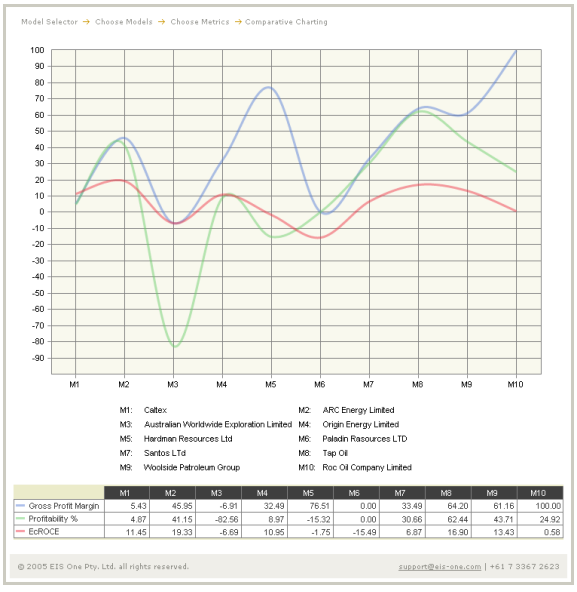
CURVE CHART


Model Selector → Choose Models → Choose Metrics → Comparative Charting
M1: Caltex
M2: ARC Energy Limited
M3: Australian Worldwide Exploration Limited
M4: Origin Energy Limited
M5: Hardman Resources Ltd
M6: Paladin Rasources LTD
M7: Santos LTd
M8: Tap Oil
M9: Woolside Patroleum Group
M10: Roc Oil Company Limited
Gross Profit Margin 5.43 45.95 -6.91 32.49 76.51 0.00 33.49 64.20 61.16 100.00
Profitability % 4.87 41.15 -82.56 8.97 -15.32 0.00 30.66 62.44 43.71 24.92
EcROCE 11.45 19.33 -6.69 10.95 -1.75 -15.49 6.87 16.90 13.43 0.58
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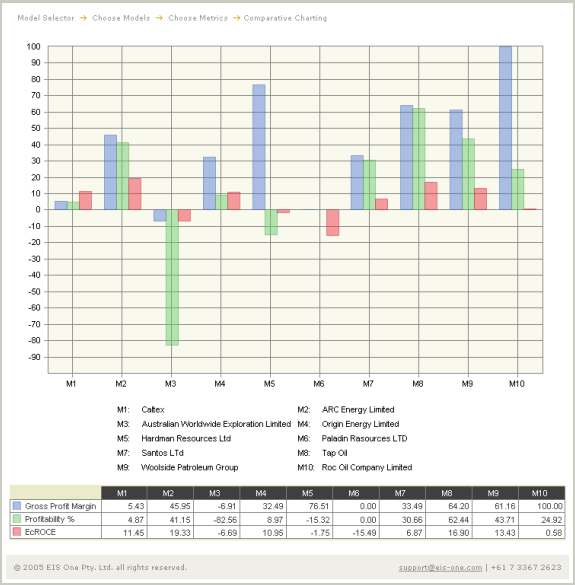
BAR CHART


Model Selector → Choose Models → Choose Metrics → Comparative Charting
M1: Caltex
M2: ARC Energy Limited
M3: Australian Worldwide Exploration Limited
M4: Origin Energy Limited
M5: Hardman Resources Ltd
M6: Paladin Rasources LTD
M7: Santos LTd
M8: Tap Oil
M9: Woolside Patroleum Group
M10: Roc Oil Company Limited
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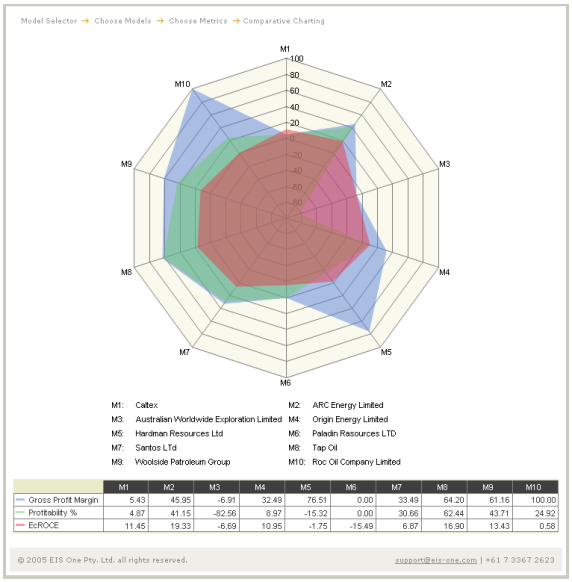
RADAR CHART


Model Selector → Choose Models → Choose Metrics → Comparative Charting
M1: Caltex
M2: ARC Energy Limited
M3: Australian Worldwide Exploration Limited
M4: Origin Energy Limited
M5: Hardman Resources Ltd
M6: Paladin Rasources LTD
M7: Santos LTd
M8: Tap Oil
M9: Woolside Patroleum Group
M10: Roc Oil Company Limited
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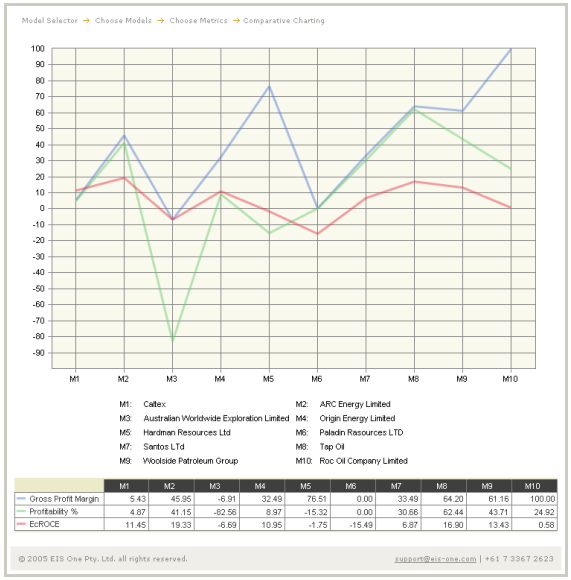
LINE CHART


Model Selector → Choose Models → Choose Metrics → Comparative Charting
M1: Caltex
M2: ARC Energy Limited
M3: Australian Worldwide Exploration Limited
M4: Origin Energy Limited
M5: Hardman Resources Ltd
M6: Paladin Rasources LTD
M7: Santos LTd
M8: Tap Oil
M9: Woolside Patroleum Group
M10: Roc Oil Company Limited
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selecting this all charts become semi transparent and the user is able to view the results for all companies easily regardless of where they lie on the main chart. This is useful for Radar Charts.

'Switch Axis' – To switch axis in a chart. Useful for Radar Charts.

'Secondary axis for financials' and 'Secondary axis for non financials'
If comparing non financial data to financial data it is suggested that each data type be on its own axis. Thus users can decide which axis is relevant to either financials or non financials.

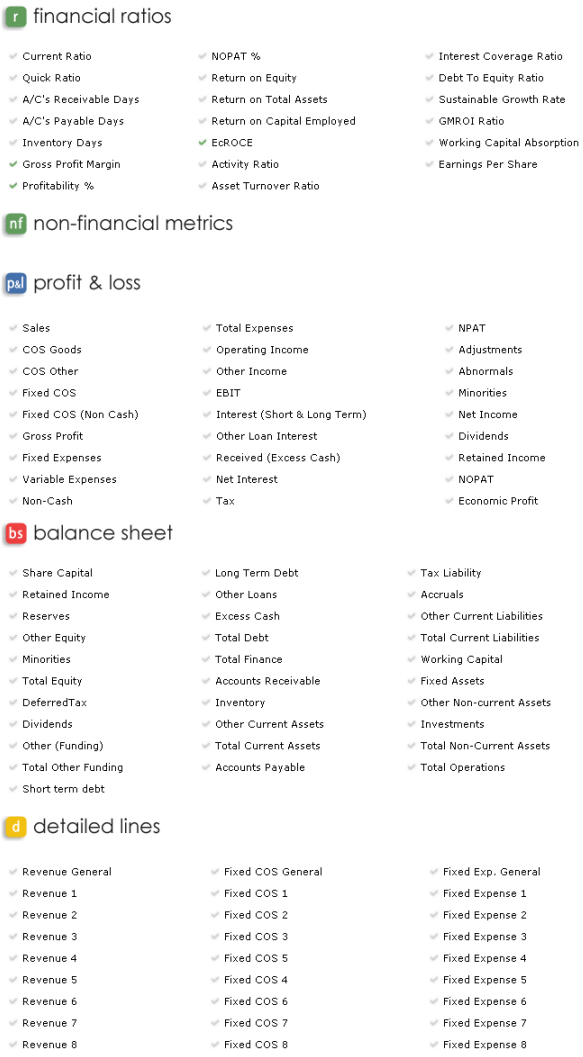
'Chart Type for Secondary axis ' – allows a different chart type to be selected for the secondary data. This is useful for differentiating between financial and non financial data on the resulting chart.

Step 3. Selecting ratios and metrics. Users can select financial, non financial, profit and loss, balance sheet, and detailed line ratios. The detailed lines are taken from the first selected model.

Step 4. Select Generate Chart.
Step 5. To perform another comparison select 'Choose Metrics' from the breadcrumb trail.

Example:
Choose a period for each model selected. It is recommended that this period be the same for each model to produce a worthwhile comparison.

Tip: A useful comparison may be to compare an actual model, budget model and forecast model for the same period and company. This enables the user to see how results are tracking compared to budget and whether forecast assumptions are reasonable.



NOTES

appendix A

Importing Instructions

analysis-one Import Instructions

Overview: As an alternative to manual data entry, users may elect to import data from either a Microsoft Excel (**.xls**) file or a Comma Separate Value (**.csv**) file. The import function enables the efficient loading of multiple periods of source data (both financial & non-financial results) into the analysis-one toolkit.

Access the Import/Export screen from the **Import/Export** tab on the **'Financials Loading'** Tool or **'Non-financials Loading'** Tool.

Import Methods:
Please note: It is not a requirement that the import template be used, rather this file merely serves as a guide to the required import format.

Method A: Use the import template:

Instructions:

1. Download the import template (.xls)
2. Populate the template according to the import file specification
3. Save the excel file in either a .xls or .csv file format.
4. Upload the import file.

Method B: Export data from source accounting system, adjust exported reports to conform to analysis-one import format.

Instructions:

1. Export from Profit & Loss and Balance Sheet from accounting package
2. Modify excel spreadsheet to conform with analysis-one 'import file specification'
3. Save the excel file in either a .xls or .csv file format.
4. Upload the import file.

Method C: Export data from an analysis-one model; update exported file then re-import

Instructions:

1. Export from analysis-one into a .csv file (note: the exported file conforms to the import specification)
2. Edit the exported file, Add periods; or Delete periods
3. Save the excel file in either a .xls or .csv file format.
4. Upload the import file.

Method D: Import using an import file & a supporting mapping file

Instructions:

- See 'Mapped Import Instructions'

Import File Specification

1. 'Complete financials' import

Column A	analysis-one Account Number (see analysis-one Import Codes)
Column B	Account Description
Column C	Unused
Column D	Opening Balance Sheet Amounts (No P&L Data required)
Column E	Period 1 - P&L and Balance Sheet Data
Column F ...	Period 2 - subsequent period data (P&L & Balance Sheet)

2. 'Additional financials' import

Column A	analysis-one Account Number (see analysis-one Import Codes)
Column B	Account Description
Column C	Unused
Column D	Period 1 - P&L and Balance Sheet Data
Column E ...	Period 2 - subsequent period data (P&L & Balance Sheet)

- In a row above the source data insert YR in column A + Period Description in each column, beginning with column D.
- In a row above the source data insert DY in column A + Number of days for each period in the corresponding column.
- To import additional period data eg. Avg. Number of Shares use import code NS
- To import additional period data eg. Avg. Share Price use import code SP

	A	B	C	D	E	F	G
1							
2							
3	**YR**			**Opening Bal**	**Jan-05**	**Feb-05**	**Mar-05**
4	**DY**			**31**	**31**	**28**	**31**
5		**Profit & Loss**					
6	1	Sales - Australia			900	1500	1800
7	1	Sales - NZ			400	450	320
8		Total Sales			1300	1950	2120
9							
10	2	COS - Australia			270	450	540
11	2	COS - NZ			120	135	96
12		Total COS			390	585	636
13							
14	7	Wages			100	120	133
15	7	Insurance			30	36	40
16	7	Rates			45	54	60
17	7	Rent			120	144	160
18	7	postages			10	12	13
19		Total EXP Fixed			305	366	406
20							
21	9	Other Income			100	100	100
22							
23		**Balance Sheet**					
24	19	Share Capital		100	120	130	140

- example import format

- The spreadsheet can have headings and other supporting schedules in it. Only rows with 'Column A' populated with valid analysis-one Account Numbers are imported.
- If a period does not exist in the timeline, the period will be created as specified in the import file.

analysis-one Import Codes - Financials

Profit & Loss - Accounts

1	Revenue
2	COS - Goods
3	COS - Other variable
4	COS - Fixed
5	COS - Non-cash
6	Expenses : Variable
7	Expenses : Fixed
8	Expenses : Non cash
9	Other income
10	Interest
12	Interest on Other Loans
13	Interest received on Deposits
14	Tax
15	Adjustments
16	Abnormals
17	Minorities
18	Dividends
46	Adjustments to Retained Income

* Choose either alternative detailed line import codes

Detailed Lines

→	**1A***	**1-1***	Revenue Detailed line 1 …
	1H	**1-8**	Revenue Detailed line 8
→	**4A**	**4-1**	COS - Fixed Detailed line 1 …
	4H	**4-8**	COS - Fixed Detailed line 8
→	**7A**	**7-1**	EXP - Fixed Detailed line 1 …
	7H	**7-8**	EXP - Fixed Detailed line 8

Other Import Codes

YR	Period Description
DY	Period Length (days)
NS	Avg. No. Shares
SP	Avg. Share Price
CF α	Cash Flow Adjustment
CP α	Capex Adjustment

α For use in the credit risk analysis tools

Balance Sheet - Accounts

(Equity)

19	Share capital
20	Opening Retained Income
21	Reserves
23	Other equity
24	Minorities

(Other Funding)

26	Other funding: Provision for Deferred Tax
27	Other funding: Provision for Dividends
28	Other funding: Other Provisions

(Debt)

29	Short term debt
30	Long term debt
31	Other debt
32	Excess Cash

(Current Assets)

33	Accounts receivables
34	Inventory
38	Other Current assets

(Current Liabilities)

39	Accounts payable
40	Income tax liability
41	Accruals
42	Other Current liabilities

(Non-current Assets)

43	Fixed Assets
44	Non-current assets (includes Intangibles)
45	Investments

analysis-one Import Codes – Non-Financials

	25 User defined Non-Financial Metrics
51	Non-Financial Metric 1.1
52	Non-Financial Metric 1.2
53	Non-Financial Metric 1.3
54	Non-Financial Metric 1.4
55	Non-Financial Metric 1.5
61	Non-Financial Metric 2.1
62	Non-Financial Metric 2.2
63	Non-Financial Metric 2.3
64	Non-Financial Metric 2.4
65	Non-Financial Metric 2.5
71	Non-Financial Metric 3.1
72	Non-Financial Metric 3.2
73	Non-Financial Metric 3.3
74	Non-Financial Metric 3.4
75	Non-Financial Metric 3.5
81	Non-Financial Metric 4.1
82	Non-Financial Metric 4.2
83	Non-Financial Metric 4.3
84	Non-Financial Metric 4.4
85	Non-Financial Metric 4.5
91	Non-Financial Metric 5.1
92	Non-Financial Metric 5.2
93	Non-Financial Metric 5.3
94	Non-Financial Metric 5.4
95	Non-Financial Metric 5.5

NB. non-financial metrics must be defined & created through the 'Non-financials Loading' Tool prior to importing.

Note: Placing a '-' sign in front of any import codes will change the sign (positive/negative) for every import value in that row. For example, if '-14' was placed in Column A, an original value in Column E of "-$1000" would be interpreted as "$1000" during the import process...

Mapped Import Instructions

A 'mapped import' requires the uploading of two files: (a) a source import file, which conforms to the import file specification and; (b) a supporting mapping file, which conforms to the mapping file specification.

The purpose of a 'mapping' file is to improve the maintainability of data within analysis-one. Users can 'map', or in other words establish a relationship, between every account code in a Chart of Accounts and an applicable analysis-one import code. When this process is complete, users may import future periods of source data, without having to reclassify each account code in the source import file.

1. Import File Specification for a Mapped Import

Column A	**Account Number from Source Accounting System***
Column B	Account Description
Column C	Unused
Column D	Opening Balance Sheet Amounts (No P&L Data required)
Column E	Period 1 - P&L and Balance Sheet Data
Column F ...	Period 2 - subsequent period data (P&L & Balance Sheet)

* When importing with a supporting 'mapping' file; default account numbers from the source accounting system remain in Column A.

2. Specification for a Mapping File

Column A	**Account Number from Source Accounting System**
Column B	**analysis-one Account Number (see analysis-one Import Codes)**
Column C	... Column C, D, E ... may contain supporting information if required…

A mapping file is created by listing every account in a Chart of Accounts (column A) and "mapping" each account number to a valid analysis-one import code (column B).

Consider the following example:
The account '4-1100' (Sales of Other Equip) appears in column A of the source import file. In the mapping file the account' 4-1100' is mapped to analysis-one import code '1' (Revenue).

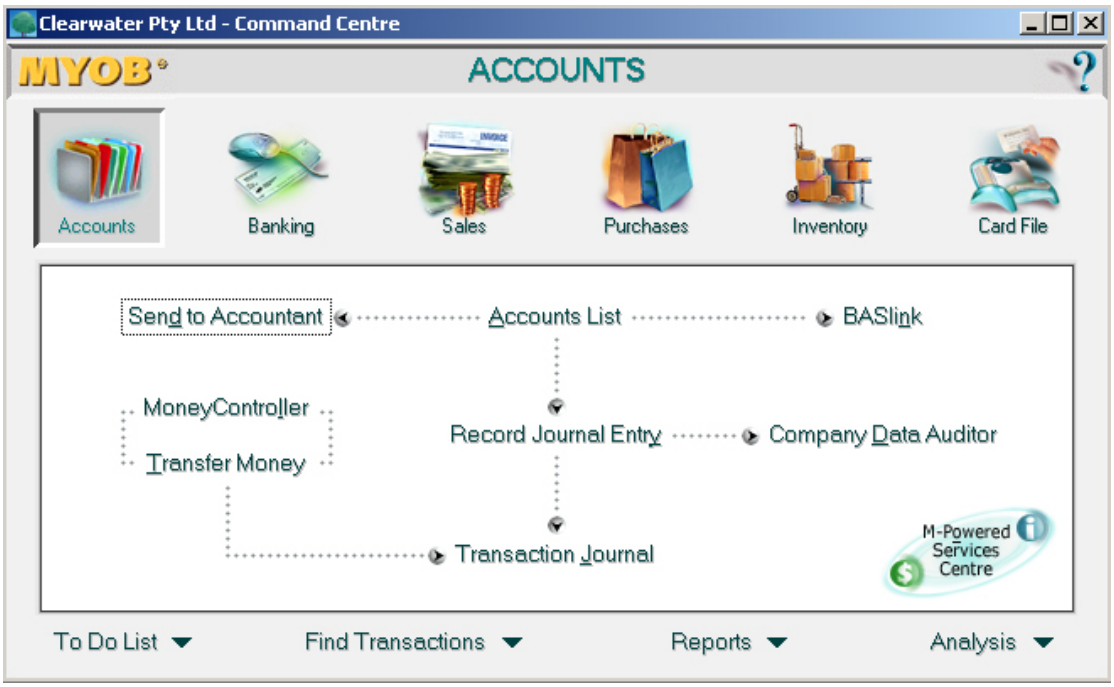
When a mapped import is executed, every instance of '4-1100' in the source import file will be allocated to Revenue '1'.

Examples of exporting / importing from accounting systems (MYOB):

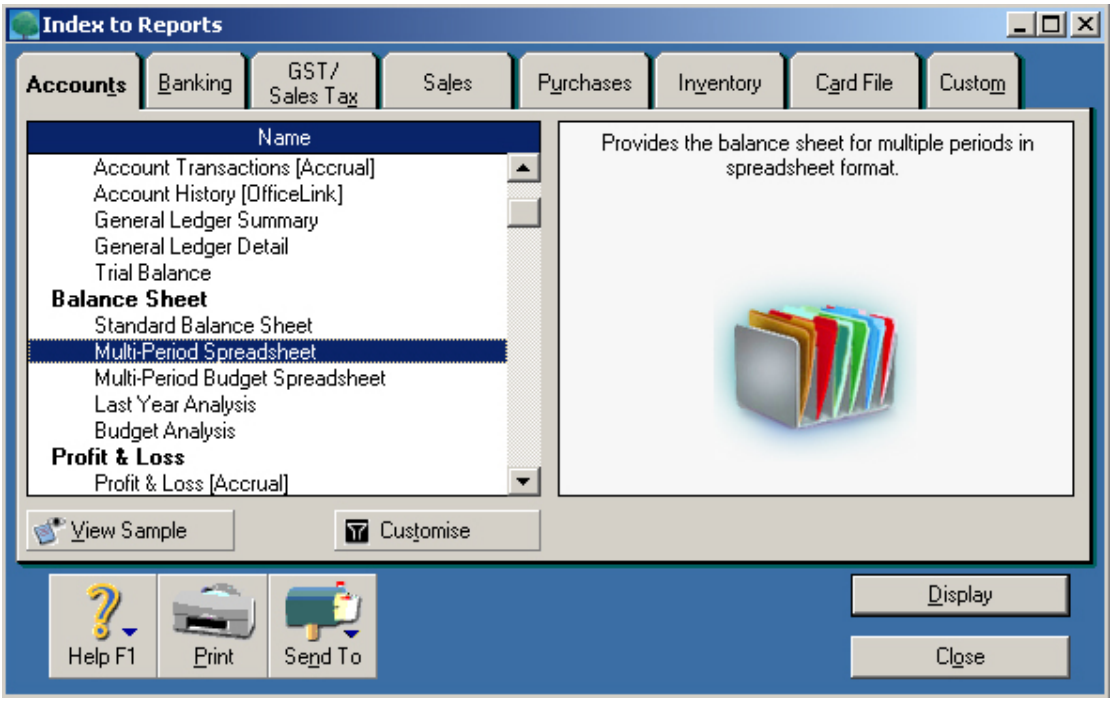
Export from MYOB → Import into analysis-one

A. Exporting from MYOB
Step 1: Export 'Profit & Loss' & 'Balance Sheet' Reports from MYOB

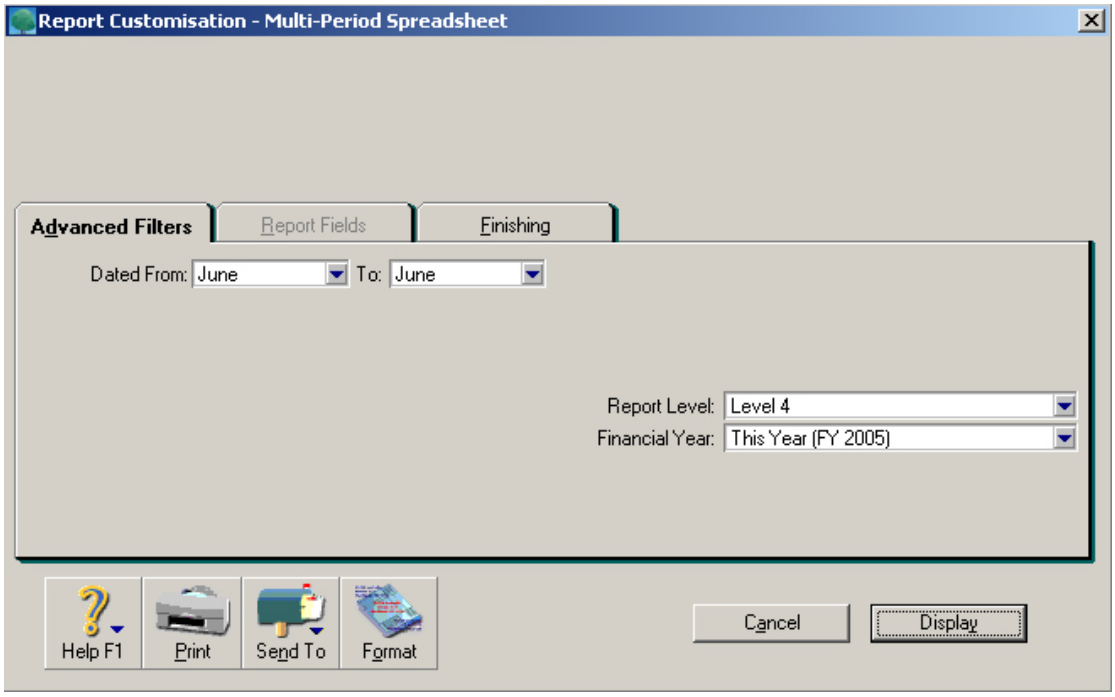
From the MYOB Command Centre menu select 'Index to Reports'



Select the Multi-Period Spreadsheet for the 'Profit & Loss' and 'Balance Sheet'



Step 2: Report Customisation, select the desired period range

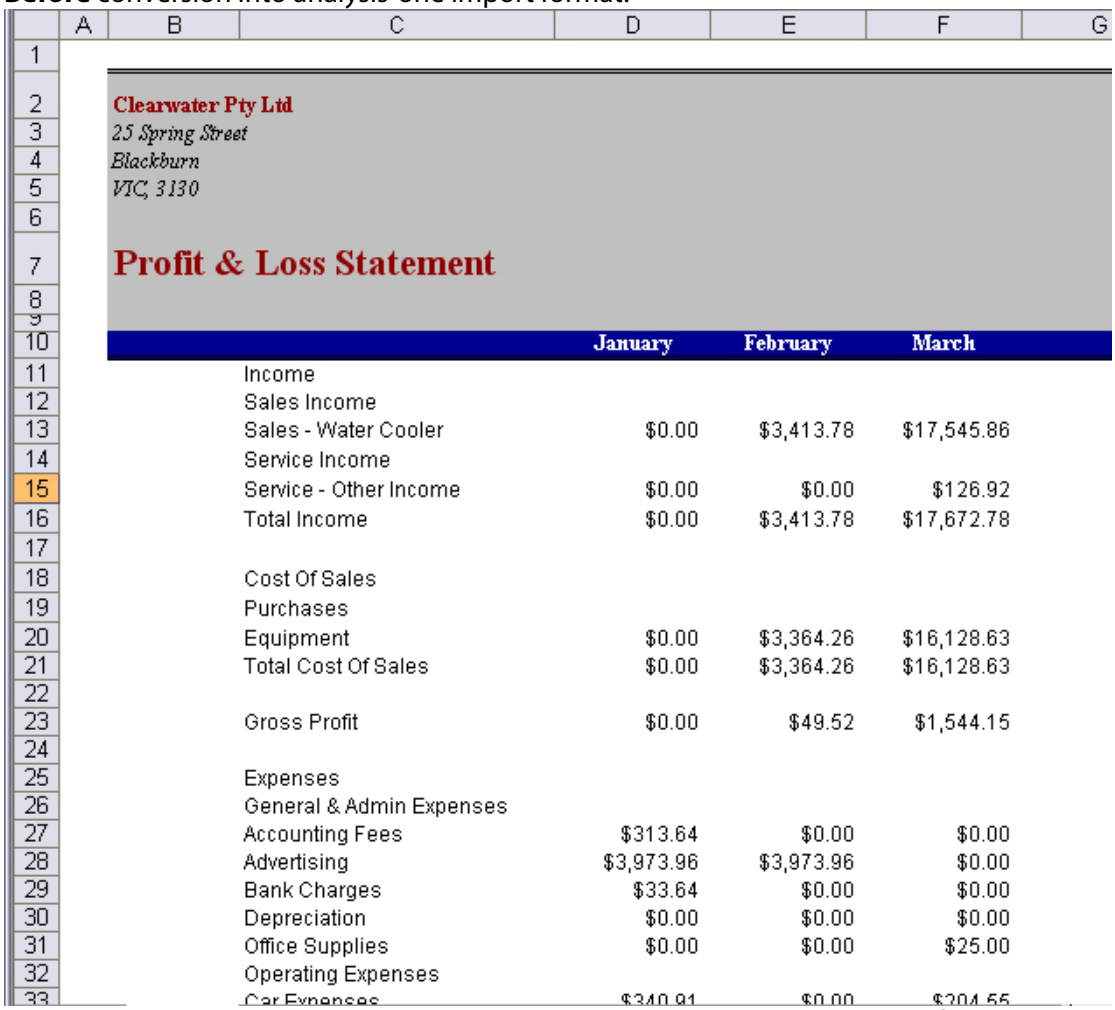


Step 3: Send To → Excel
Repeat this process for the 'Balance Sheet' or 'Profit & Loss' report.

B. Importing into analysis-one

Step 1: Consolidate the 'Profit & Loss' and 'Balance Sheet' Reports
Copy and Paste both reports into a single spreadsheet worksheet.

Before conversion into analysis-one import format:



Clearwater Pty Ltd
25 Spring Street
Blackburn
VIC, 3130

Profit & Loss Statement

	January	February	March
Income			
Sales Income			
Sales - Water Cooler	$0.00	$3,413.78	$17,545.86
Service Income			
Service - Other Income	$0.00	$0.00	$126.92
Total Income	$0.00	$3,413.78	$17,672.78
Cost Of Sales			
Purchases			
Equipment	$0.00	$3,364.26	$16,128.63
Total Cost Of Sales	$0.00	$3,364.26	$16,128.63
Gross Profit	$0.00	$49.52	$1,544.15
Expenses			
General & Admin Expenses			
Accounting Fees	$313.64	$0.00	$0.00
Advertising	$3,973.96	$3,973.96	$0.00
Bank Charges	$33.64	$0.00	$0.00
Depreciation	$0.00	$0.00	$0.00
Office Supplies	$0.00	$0.00	$25.00
Operating Expenses			
Car Expenses	$340.91	$0.00	$204.55

- P&L Report from MYOB

Step 2: Adjust spreadsheet to conform with the analysis-one import format

This step requires the insertion of additional columns & deletion of blank columns to conform with the format described below.

Column A	analysis-one Account Number (see analysis-one Import Codes)
Column B	Account Description
Column C	Unused
Column D	Opening Balance Sheet Amounts (No P&L Data required)
Column E	Period 1 - P&L and Balance Sheet Data
Column F ...	Period 2 - subsequent period data (P&L & Balance Sheet)

Step 3: Specify period names & period length data

Place a YR in column A - in the row with the Period Names/Description
Place a DY in column A - in a row with the Period Length (days)

Step 4: Map MYOB accounts to the analysis-one accounts. (Note: if importing with a supporting mapping file, this step may not be necessary).

Insert the analysis-one import codes (see import instructions) into Column A.
After conversion into analysis-one import format:

	A	B	C	D	E	F	G
1		**Clearwater Pty Ltd**					
2		*25 Spring Street*					
3		*Blackburn*					
4		*VIC, 3130*					
5							
6		**Profit & Loss and Balance Sheet**					
7							
8							
9	YR			January	February	March	
10	DY			31	28	31	
11		Income					
12		Sales Income					
13	1	Sales - Water Cooler		$0.00	$3,413.78	$17,545.86	
14		Service Income					
15	1	Service - Other Income		$0.00	$0.00	$126.92	
16		Total Income		$0.00	$3,413.78	$17,672.78	
17							
18		Cost Of Sales					
19		Purchases					
20	2	Equipment		$0.00	$3,364.26	$16,128.63	
21		Total Cost Of Sales		$0.00	$3,364.26	$16,128.63	
22							
23		Gross Profit		$0.00	$49.52	$1,544.15	
24							
25		Expenses					
26		General & Admin Expenses					
27	6	Accounting Fees		$313.64	$0.00	$0.00	
28	6	Advertising		$3,973.96	$3,973.96	$0.00	
29	6	Bank Charges		$33.64	$0.00	$0.00	
30	8	Depreciation		$0.00	$0.00	$0.00	
31	7	Office Supplies		$0.00	$0.00	$25.00	

- MYOB reports converted to analysis-one import format.

Step 5: Save the file in either a .xls or .csv format.
Excel file menu → Save …

Step 6: Import file via the analysis-one Import/Export function

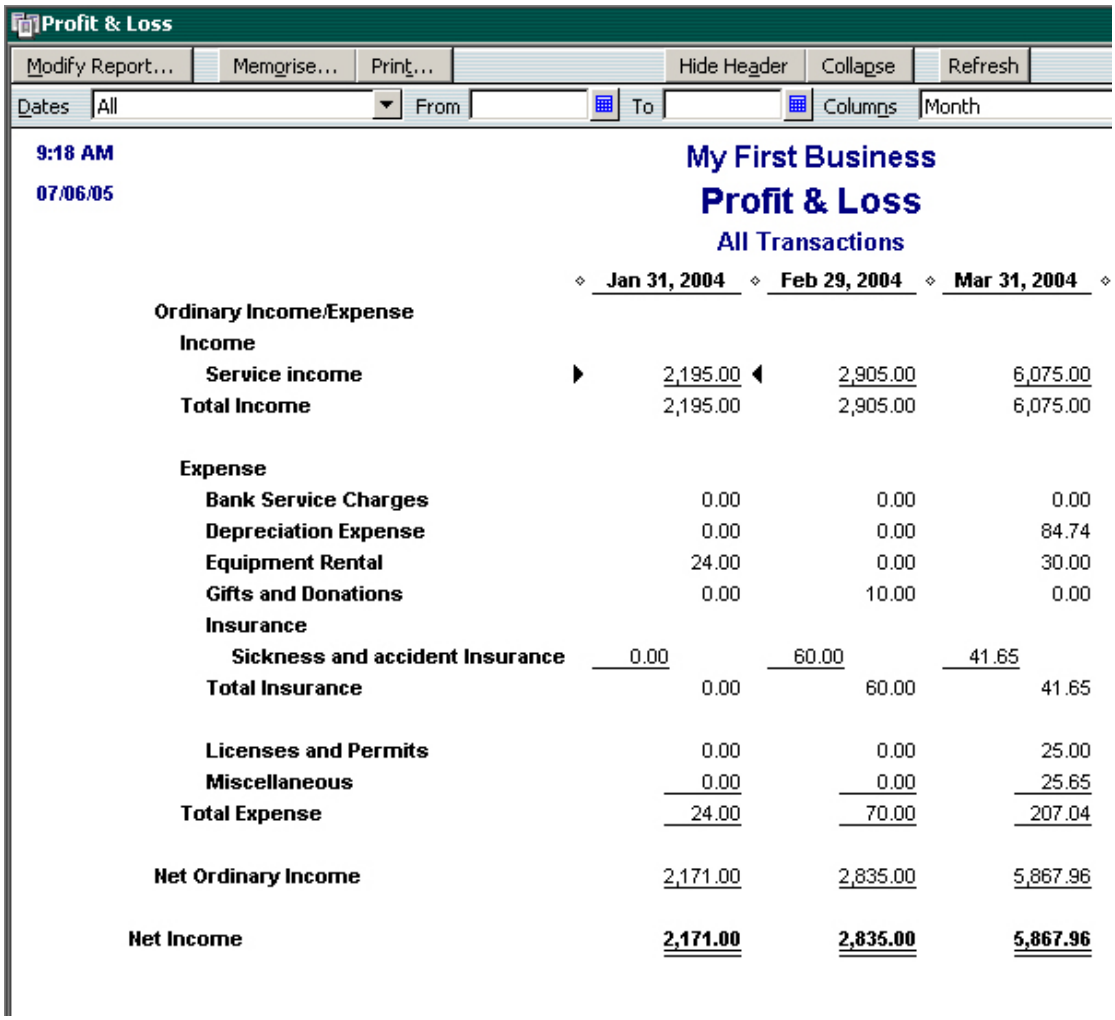
Examples of exporting / importing from accounting systems (Quicken):

Export from Quicken → Import into analysis-one

A. Exporting from Quicken
Step 1: View 'Profit & Loss' & 'Balance Sheet' Reports from Quicken

From the Quicken Report Finder menu select 'Profit & Loss' (non-detail) report and 'Balance Sheet' (non-detail) report.

Modify reports for the desired period range

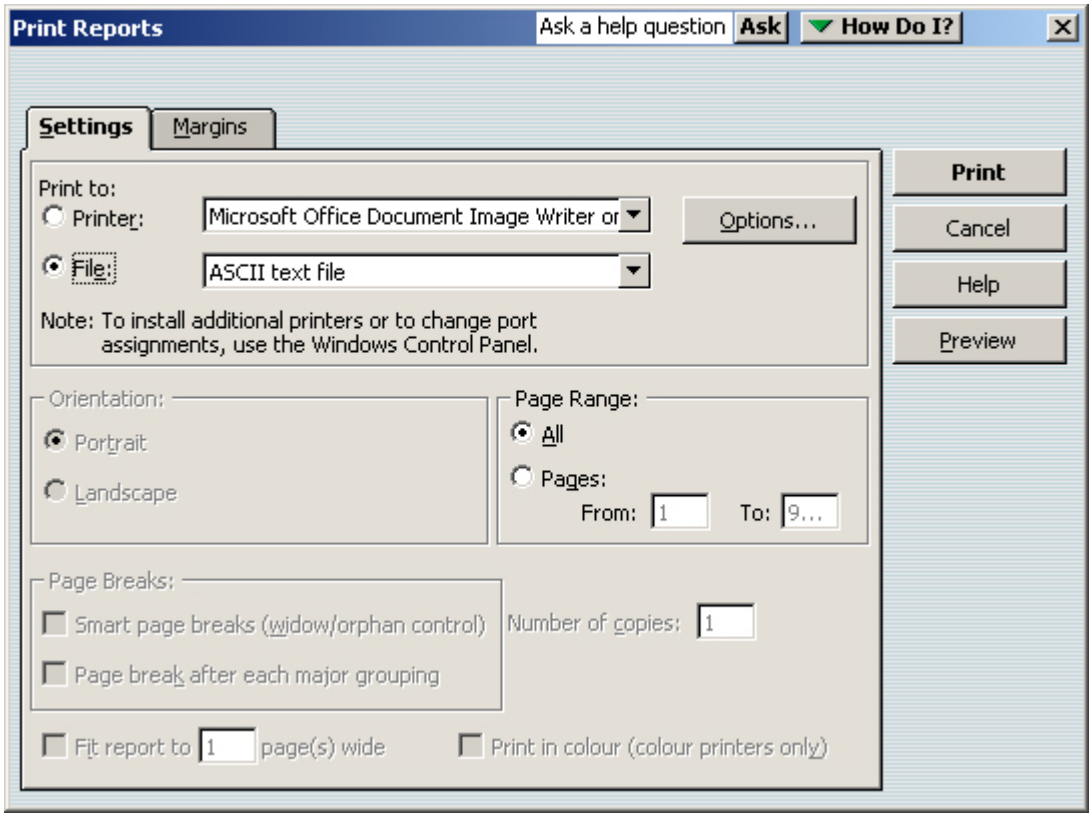


9:18 AM
07/06/05

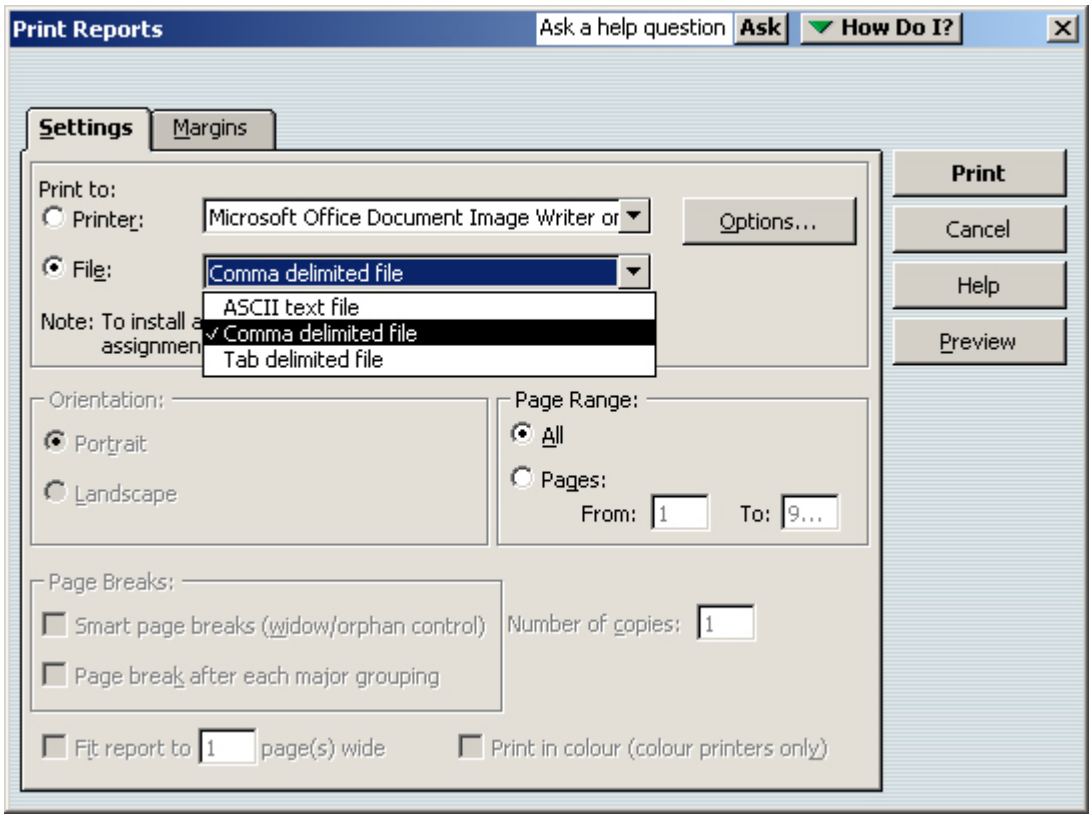
My First Business
Profit & Loss
All Transactions

	Jan 31, 2004	Feb 29, 2004	Mar 31, 2004
Ordinary Income/Expense			
Income			
Service income	2,195.00	2,905.00	6,075.00
Total Income	2,195.00	2,905.00	6,075.00
Expense			
Bank Service Charges	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	84.74
Equipment Rental	24.00	0.00	30.00
Gifts and Donations	0.00	10.00	0.00
Insurance			
Sickness and accident Insurance	0.00	60.00	41.65
Total Insurance	0.00	60.00	41.65
Licenses and Permits	0.00	0.00	25.00
Miscellaneous	0.00	0.00	25.65
Total Expense	24.00	70.00	207.04
Net Ordinary Income	2,171.00	2,835.00	5,867.96
Net Income	**2,171.00**	**2,835.00**	**5,867.96**

Step 2: To export the report select **Print_...**



Step 3: Select the print to file option. Select Comma delimited file as the output format. Repeat this process for the 'Balance Sheet' or 'Profit & Loss' report.



B. Importing into analysis-one

Step 1: Consolidate the 'Profit & Loss' and 'Balance Sheet' Reports
Copy and Paste both reports into a single spreadsheet worksheet.

Before conversion into analysis-one import format:

	A	B	C	D	E	F
1		Jan-04	Feb-04	Mar-04	Apr-04	
2	Profit & Loss					
3	Income					
4	Service income	2195	2905	6075	1025	
5	Total Income	2195	2905	6075	1025	
6	Expense					
7	Gifts and Donations	0	10	0	0	
8	Licenses and Permits	0	0	25	0	
9	Miscellaneous	0	0	26	0	
10	Bank Service Charges	0	0	0	30	
11	Equipment Rental	24	0	30	0	
12	Depreciation Expense	0	0	85	0	
13	Insurance					
14	Sickness and accident Insurar	0	60	42	0	
15	Total Insurance	0	60	42	0	
16	Total Expense	24	70	207	30	
17	Net Ordinary Income	2171	2835	5868	995	
18	Net Income	2171	2835	5868	995	
19						
20	Balance Sheet					
21	ASSETS					
22	Current Assets					
23	Current/Savings					
24	ANZ	4211	7016	12362	14182	
25	Total Current/Savings	4211	7016	12362	14182	
26	Accounts Receivable					
27	Accounts Receivable	204	594	1589	896	
28	Total Accounts Receivable	204	594	1589	896	
29	Other Current Assets					
30	Undeposited Funds	0	0	99	99	
31	Total Other Current Assets	0	0	99	99	

- consolidated P&L and Balance Sheet from Quicken

Step 2: Adjust spreadsheet to conform to the analysis-one import format

This step requires the insertion of additional columns & deletion of blank columns to conform with the format described below.

Column A	analysis-one Account Number (see analysis-one Import Codes)
Column B	Account Description
Column C	Unused
Column D	Opening Balance Sheet Amounts (No P&L Data required)
Column E	Period 1 - P&L and Balance Sheet Data
Column F ...	Period 2 - subsequent period data (P&L & Balance Sheet)

Step 3: Specify period names & period length data

Place a YR in column A - in the row with the Period Names/Description

Place a DY in column A - in a row with the Period Length (days)

Step 4: Map Quicken accounts to the analysis-one accounts
Insert the analysis-one import codes (see import instructions) into Column A.

After conversion into analysis-one import format:

	A	B	C	D	E	F	G
1	YR			Jan-04	Feb-04	Mar-04	Apr-04
2	DY			31	28	31	30
3		Profit & Loss					
4		Income					
5	1	Service income			2905	6075	1025
6		Total Income			2905	6075	1025
7		Expense					
8	6	Gifts and Donations			10	0	0
9	6	Licenses and Permits			0	25	0
10	6	Miscellaneous			0	26	0
11	6	Bank Service Charges			0	0	30
12	6	Equipment Rental			0	30	0
13	8	Depreciation Expense			0	85	0
14		Insurance					
15	7	Sickness and accident Insurance			60	42	0
16		Total Insurance			60	42	0
17		Total Expense			70	207	30
18		Net Ordinary Income			2835	5868	995
19		Net Income			2835	5868	995
20							
21		Balance Sheet					
22		ASSETS					
23		Current Assets					
24		Current/Savings					
25	38	ANZ		4211	7016	12362	14182
26		Total Current/Savings		4211	7016	12362	14182
27		Accounts Receivable					
28	33	Accounts Receivable		204	594	1589	896
29		Total Accounts Receivable		204	594	1589	896
30		Other Current Assets					
31	38	Undeposited Funds		0	0	99	99

- analysis-one import format

note: only rows with a value in 'column A' are imported

Step 5: Save the file in either a .csv or .xls format.
Excel file menu → Save As… → File type (.csv)

Step 6: Import the file via the analysis-one Import/Export function